



Assistant Bursar

Job Description

Post
Assistant Bursar
Responsible to
Bursar
Liaison with
Senior Leadership Team, Teaching Staff, School Office Staff, other Support Staff, Parents, Governors and ParentsqAssociation representatives.
Salary and benefits
A salary commensurate with the responsibility of the post will be offered.
Hours of Work
This is a full-time, year round post with 30 days annual leave in addition to the bank holidays and Christmas closure period. Working hours during term-time will be 08:30 to 17:30 and during holiday periods will generally be 09:00 to 16:00, with attendance at some evening meetings being required. There will be some flexibility and during the holiday in particular, earlier starts or later finishes to accord with works on site can also be expected.
Purpose
<ul style="list-style-type: none">• To assist the Bursar in the management of the administrative function at the school to include financial, health & safety and personnel matters• To work collaboratively with the other members of the administrative team• To work collaboratively with the caretaking, cleaning and catering teams and Network Manager in support of the Bursar
Key responsibilities / accountabilities
<p>School fees administration, to include:</p> <ul style="list-style-type: none">• Preparing termly fee invoices for parents, ensuring that all extra-curricular activities are charged accordingly• Maintaining records of all pupils on the Schools Refund Scheme and ensuring that all absence claims are dealt with promptly and parents reimbursed as appropriate• Keeping records of all deposit payments and ensuring they are returned to leavers where appropriate• Resolving fee queries and following up late payment• Liaising with the Marketing & Admissions Manager regarding new admissions <p>Purchase/Nominal ledger processing, to include:</p> <ul style="list-style-type: none">• Processing all supplier invoices and staff expense claims, to include checking for authorisation and ensuring all payments are made accordingly• Liaising with department heads and the Bursar to ensure that expenditure is within budgets• Maintaining an orderly filing system for purchase invoices• Maintaining register of journal entries, to include monthly salaries• Assisting the Bursar with end of year journals (accruals and prepayments) <p>Banking, to include:</p> <ul style="list-style-type: none">• Ensuring that all monies received are banked promptly• Daily monitoring of main school bank account• Processing petty cash payments• Reconciling the school's bank and credit card accounts <p>Other, to include:</p> <ul style="list-style-type: none">• Preparing monthly payroll and related returns to pension providers

- Maintaining staff sickness records and manage the School's sick pay schemes in liaison with the Bursar
- Booking agreed staff training and maintain all training records, ensuring all safeguarding training is reviewed annually
- Assist the Marketing & Admissions Manager with the management of the Engage MIS
- Overseeing regular service and maintenance contracts and arranging for associated inspections and visits
- Issuing of car park permits
- Liaising with the Bursar to prepare plans for investment in fixtures, fittings and facilities and assisting with the management of related projects
- Assisting the Bursar with the arrangements for catering, caretaking and cleaning in general and for individual events as they arise
- Serving as minute taker for termly Governors and Health & Safety Committee meetings and annual Risk and Finance Committee meetings
- Preparing income and expenditure accounts for residential trips
- Liaison with staff regarding requirement for funding for trips, purchasing foreign currency where appropriate
- Ensuring parents are refunded with any surplus following a trip/sending small surplus amounts to charity
- Invoicing parents on a monthly basis for additional 1:1 support that pupils may be receiving
- Invoicing extra-curricular club leaders for the hire of school premises
- Preparing simple income and expenditure accounts for charity fund raising and ensuring that monies are banked correctly and sent off to charities as appropriate
- Preparing annual request to Stormont Parents Association for provision of financial support for items or activities that have been agreed
- Assisting external auditors as requested

General Responsibilities/duties

- General administration duties in conjunction with the Marketing & Admissions Manager and Receptionist/School Secretary
- Welcoming visitors and parents and ensuring that all Stormont guidelines are followed with regard to the safeguarding of the pupils
- Establish and maintain effective working relationships with colleagues, both teaching and non-teaching, in accordance with the Staff Code of Conduct

Safeguarding, Discipline, Health and Safety

- Be aware of the School's Aims & Ethos and ensure that actions taken are not in conflict with this
- Be aware of and adhere to all other School policies
- Be aware of the safeguarding requirements in place in the School and abide by them at all times
- Assist with the promotion of good order and discipline among the pupils
- Be responsible for taking reasonable care of personal safety and that of pupils, parents, colleagues, visitors, volunteers and contractors
- Co-operate with the Head, Bursar and members of the SLT in order to enable the Governors to comply with safeguarding and health and safety duties, reporting any risks or defect to the Bursar

The above duties are neither exclusive nor exhaustive and the post holder may be required by the Senior Leadership Team to carry out appropriate duties within the context of the job

Stormont School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.