



The Marist School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Title of Role: Bursar

Reporting to: Principal

Line Managing: Director of Operations, Finance Officer, Finance Assistant

Purpose of Role: The management and stewardship of the school's financial affairs; oversight of the remainder of the Business Team, through the Director of Operations

Status of Role: Permanent

Key Tasks and Accountabilities:

Reporting directly to the Principal on all matters of day-to-day management and leadership of the school related to finance and operations, the role will also have an indirect reporting line to the Chair of Finance, the Chair of Governors and the Board of Concept Education Holdings Ltd.

Working closely with the Principal, Marist Governors, Concept Directors and Marist Senior Leadership Team, the Bursar will be responsible overall for ensuring the effective leadership, coordination and running of operational support services including Finance, HR, IT, Estates and Facilities, Legal, Risk and Compliance and technical services across the school.

The Bursar will manage all aspects of Finance, relevant to the school and the company. This will include budgets, forecasts and management accounts for the Principal and the Governors/Directors as well as reports, analysis and appraisals of operations and staffing across the activities of the school and company. The Bursar will be responsible for insurance matters and, where required, obtaining suitable legal advice. The Bursar will act as the School's Authorising Officer for the purposes of UKVI's Sponsorship Management System.

The Bursar will be assisted by the Director of Operations, reporting to the Bursar, who will manage HR, IT, Estates and Facilities, Catering, Lettings, Risk and Compliance and technical services across the school including Transport and Cleaning and the commercial

relationships with external contractors. The Director of Operations will manage and oversee the design, construction, implementation, and maintenance of school operating and maintenance structures and procedures, the school's IT and Network systems, and the infrastructure and the technical services supporting the curriculum. Although the Director of Operations reports to the Bursar, the Director of Operations will necessarily have a close working relationship with the Principal and other staff on the Senior Leadership Team.

Key Responsibilities:

- Strategic oversight, high quality planning, communications and delivery to ensure school systems are working at high levels of preparedness and readiness ahead of the start of each school term
- Financial and strategic input into all matters related to School business
- Lead efforts to improve the School's financial position, investigate and suggest potential changes/improvement to achieve this aim
- Deliver accurate and timely reporting on the school's financial position
- Develop collaboration across the support teams, and with team leads, to secure consistency and efficiency across the teams
- Ensure the school is compliant in all areas
- Attend Senior Leadership Team, Executive Team and Governor Meetings and briefings as and when required
- Support and manage the Director of Operations in all duties covering HR, IT, Estates and Facilities, Catering, Transport, Cleaning, Lettings, Risk and Compliance and major projects across the school
- Oversee the school's data protection and UKVI sponsorship requirements

Line Management:

The Bursar will report directly to the Principal and will work alongside the Senior Leadership Team on specific aspects of the role.

The Bursar will line manage the following personnel:

- Finance Assistant
- Finance Officer
- Director of Operations

Key Duties

Finance:

- Provide leadership and direction to the Finance Assistant and Finance Officer to ensure accurate transaction reporting and accounting in a culture of robust financial control, and the provision of timely, relevant and accurate management and financial information (including oversight and ownership of annual budgets, multi-year forecasts, monthly management accounts & KPI reports and the annual financial statements)
- Provide support to the Principal and Governors/Directors and advise on the financial implications of all policy and commercial decisions such as setting of school fees and any bursarial support, staffing levels and the cost of salaries and benefits
- Proactive management of debtor collection of school fees
- Understand and report to the Principal and Governors/Directors on all taxation and other compliance / regulatory requirements related to HMRC and Pension Provision

- Maintain an appropriate finance system including application of necessary updates, patches etc. Ensure that staff are trained to use the system
- Ownership of financial policies and procedures which safeguard the school's assets and minimise financial risk, and communication of them to staff
- Maintain adequate and suitable insurance arrangements for the school, covering buildings, contents, other assets, potential losses from business interruption and other matters normally covered in an educational insurance policy. Also maintain personal accident cover for pupils where desirable and consider the need for other policies
- Understand and keep up to date with the requirements of UKVI with respect to the school's Sponsorship Licence and maintain the school's Licence. Act as Authorising Officer on the Sponsorship Management System and ensure that suitable staff are able to carry out their functions on the system such as issuing CAS etc

Operations:

- Provide leadership, support and direction to the Director of Operations in their duties; maintain oversight of Operations, delegating day to day management and control to the Director of Operations

Executive Team

- As a key member of the School Senior Leadership Team, you will work and act in accordance with the attitude, behaviour and duties of a Senior member of staff.

Ad Hoc Tasks

- Any other tasks as may be required by the Principal or Executive Team from time to time in support of the overall activities and smooth running of the School.
- Undertake any additional training considered appropriate for the better performance of the job.

This job description is representative and not necessarily a comprehensive definition of the post. Other reasonable duties may be allocated from time to time commensurate with the general character of this post and its scale point.

PERSON SPECIFICATION

Qualifications	Essential	Desirable
Degree		✓
Completion of other relevant courses and professional qualifications and accreditations		✓
Skills, aptitude, knowledge and experience	Essential	Desirable
Several years' experience at management level	✓	
Previous experience of working in an Independent School		✓
Personal qualities	Essential	Desirable
A commitment to the school's ethos, aims and its whole community, and a willingness to uphold the Catholic Christian values of the school	✓	
A commitment to the highest standards of child protection	✓	
Excellent interpersonal skills necessary to sustain effective relationships on behalf of the School both internally and externally	✓	
Ability to work flexibly, adopt a "hands on" approach, respond to unplanned events and to meet deadlines	✓	
Reliability and trustworthiness	✓	
Discrete and diplomatic manner	✓	
Punctuality	✓	
Team player	✓	
Pro-active, decisive with the drive and commitment to succeed	✓	
Self-motivated	✓	
Meticulous attention to detail	✓	
Professional and flexible attitude	✓	
Ability to work to deadlines and under pressure	✓	
Good sense of humour	✓	

Safeguarding and Child Protection

The responsibility of all staff in the School is to promote and safeguard the welfare of children and young persons for whom they are responsible, or with whom they come into contact by adhering to and ensuring compliance with the School's Child Protection and Safeguarding Policy at all times. If, in the course of carrying out the duties of the post, staff become aware of any actual or potential risks to the safety or welfare of children in the School, they must report any concerns to the School's Designated Safeguard Lead (DSL) or to one of the Deputy DSLs. All Marist staff must have an enhanced DBS disclosure.

Policies

The School's policies and risk assessments, which are found in the central Policies & Risk Assessment Team, are reviewed at least annually and all staff should be familiar with the policies and risk assessments which apply to them and their role.

Health and Safety

In accordance with the provisions of the Health and Safety at Work Act 1974 the School takes its duty to the health and safety of all staff very seriously. It is also the responsibility of all staff to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

Appraisal

Staff are part of the school's appraisal scheme and will have agreed objectives for each year of service. Their Line Manager will monitor and review performance.

Professional Development

The School actively supports the continuing professional development of all staff. Staff should also support their own continuous professional development including participating in training and development opportunities identified by the School.

Data Protection

The Marist School processes information about its current, past or prospective staff, applicants, current, past and prospective pupils; and their parents, carers or guardians and others who are defined as data subjects under UK Data Protection law.

Anyone who works for, or acts on behalf of, the school (including staff, volunteers, governors and service providers) should also comply with the school's Data Protection Policy, which also provides information about how personal data about those individuals will be used.

The School takes the protection of all personal information extremely seriously and is committed to a policy of protecting the rights and freedoms of individuals with respect to the processing of their personal information.

Review and Amendment

This job description will be reviewed regularly and may be subject to modification and amendment from time to time, and the post holder may be required to undertake additional duties, as required, by the Principal.