

Bursar Job Description

Landmark is committed to upholding its vision, mission and aims. The bursar plays a vital role in achieving this, and we value this contribution highly.

The following outlines the general responsibilities of the bursar in being an active advocate for Landmark's vision, mission and aims. It may be complemented by additional responsibilities, pertaining to specific roles.

General Overview

The Bursar will consult with the Headteacher to ensure the leadership of the following areas:

- Preparation of the Landmark's financial plans for trustee approval.
- Forecast and implementation of the plans when they have been approved.
- Allocation and control of Landmark's financial and material resources in accordance with the direction received from the trustees.
- Safety and maintenance of material resources.
- Maintenance of proper financial records that are kept in accordance with the direction of the Chair and trustees and in accordance with any legal requirements.

- Act as Clerk to the Trustees, ensuring that minutes are kept and meetings are duly recorded and kept up to date as well as support and advise the Chair of Trustees and the Board.

Key Landmark Responsibilities

- Always act in the best interests of the students.
- Support the school's vision, mission and aims.
- Act in accordance with school policy and the school's Code of Conduct.
- Ensure that Landmark is a safe environment for learning by actively applying the Safeguarding and Child Protection Policy
- Promote a culture where diversity and inclusion are encouraged and students learn to respect differences, take responsibility for their actions, exercise leadership, actively build community and strive for academic excellence

Financial Responsibilities

The Bursar is responsible for managing school finance. Duties include:

- Annual Financial Audit preparation
- Maintain bursaries: application evaluation, management of overall bursary levels
- Maintain fee and debt collection: letters, payment plans, legal actions
- Prepare and monitor as well as implement budgeting and financial projections
- Maintain general banking and credit card use
- Liaise with external school accountant on preparation of monthly management accounts and set annual budgets

Premises Management Responsibilities

The Bursar is responsible for managing the school site and improvements to the site or for the development of strategic plans for the School's physical development. Duties include:

- Preparation for Peninsula's annual Health and Safety review
- Planning and Building Development for site.
- Insurances/licenses/leases/utilities other contracts; negotiating, establishment, tracking, updating.
- Building repairs
- Contracting and managing cleaning services
- Arrangement inspection of fire extinguishers and maintenance of the boiler and heating/cooling units
- Fire Safety. Training of staff and management of fire alarm systems.
- Purchasing of school supplies
- Ensuring minibus maintenance, repairs and MOTs as well as lease negotiations
- Bill paying
- Oversight of the Catering Department, keeping abreast of costs and budgets as well as oversight of the catering unit which is located off site.

Compliance

The Bursar ensures that the School is in compliance with all laws and regulations for a school and charity, and ensures that various deadlines for updates are met.

- School policy management: regular updating
- Legislation tracking across a wide range of areas pertinent to independent schools
- Child Safeguarding functions
- Business rates/charity exemption applications and tracking
- ICO registration management
- DfE account management, annual school census
- Single Central Register management
- Schools Fire Risk Assessment
- Administration of Landmark School Company at Companies House and the Charity Commission
- GDPR

Employment Administration

The Bursar will manage employment administration. Duties include:

- Legal: teacher contracts, parent contracts, other obligations-- contract creation and negotiation
- HMRC/payroll
- Pensions: vendor selection, liaison, monthly pension oversight
- Staff permits and certifications

Professional Learning Responsibilities

The Bursar will maintain their professional standards by:

- Being aware of the significance of the role and conducting themselves in an appropriately professional manner.

- Participate in appraisal and identifying areas in which they will benefit from training.
- Keeping abreast of developments within the administration of schools through membership of the Independent Schools Bursar Association.

Note: The job description is not exhaustive. Other duties will be necessary from time to time to ensure that the school is managed and promoted effectively and its education policies are implemented.