



COTTESMORE SCHOOL

JOB DESCRIPTION – BURSAR

The Cottesmore Bursar manages the finance and operations of the school and reports directly to the Head in overseeing the smooth operational running and strategic planning of the non-teaching side of the school, including all financial, legal and physical infrastructure issues. The Bursar is also accountable to the Directors of Cottesmore School Limited and the Governance Advisors for the administration of governance, company compliance and statutory accounting matters.

The Bursar will hold direct responsibility for:

- Finance & Accountancy,
- Estates, Catering and Housekeeping,
- Health & Safety,
- Regulatory Compliance and Implementation
- Human Resources
- Business planning support to the School

Finance

- Produce regular, timely and accurate financial management reports (producing monthly management accounts, maintenance of the nominal, purchase, parent and pupil ledgers) and accounts for reporting to, and advising, the Head;
- Ensure financial procedures and controls are reliable, robust and fit for purpose;
- Provide a comprehensive budget setting and reporting process;
- Hold accountability to the Head for all expenditure;
- Maintaining cash flow projections for the current and future years.
- Ensure prompt fee billing, collection of debts and a courteous relationship with parents;
- Manage any fees received in advance;
- Help prepare the annual statutory accounts in conjunction with the auditors to enable completion and filing of these accounts by the relevant due date. To take appropriate actions in response to accountancy recommendations made by the auditors;
- Preparing forecasts for the future financial performance of the school, usually over a period of five years;
- Liaise with all other professional advisors, including the school's bank, insurers, lawyers, pensions advisors etc;
- Manage the payroll function, three separate pension schemes and HMRC payments and returns;
- Manage any remaining Teachers' Pension Scheme involvement
- Undertake timely and accurate financial appraisals of projects as they are formulated;
- Manage financial arrangements for, and upkeep of, school properties used by residential staff;
- Identify and implement opportunities to generate additional income (e.g. from lettings);
- Manage all other operational financial issues, including any tax matters.

Estates and Facilities, in conjunction with the maintenance and grounds team

- Responsibility for the upkeep and day to day management of the estate and facilities;
- Lead and manage new projects (small and large) relating to the estate;
- Ensure the provision of all utility supplies at the best available rates;
- Ensure site security measures are maintained and kept under review;
- Keep possible outsourcing options for school services under review;
- Manage insurance and other relevant external professional relationships;
- Manage catering and cleaning, school transport and all services and domestic operations;
- Managing the security of the school at all times and the safety and wellbeing of the school community;
- Ensuring the school meets the requirements of the Disability Act;
- Maintaining school buildings including the preparation of maintenance schedules and keeping of records;
- Managing the installation and maintenance of equipment for the detection, warning, protection and escape from fire ensuring the necessary fire risk assessments are carried out;
- Maintaining the efficiency of the installations and plant for electric and gas supply, heating, domestic hot water, water softening etc. Letting of energy supply contracts at competitive rates, either directly or through a purchasing group. Promotion of energy conservation;
- Ensuring that catering areas meet the requirements for hygiene and food safety;
- Managing the maintenance of the lighting and ventilation in all school buildings;
- Drawing up outline specifications for refurbishment works and development of new buildings/facilities, obtaining tenders, planning permission, liaison with school architects and builders; Manage projects to time and cost budget;
- Maintaining the standard of playing fields, gardens, all weather surfaces, running tracks and tennis courts;
- Managing the sports equipment and facilities, including the swimming pool.

Compliance

- Responsibility for the maintenance of the Single Central Record (SCR);
- Direct management of the safer recruitment process;
- Ensure that all non-educational policies are in place, updated and reflect best practice;
- Maintain all school licences;
- File all necessary returns (Companies House etc) on behalf of the school;
- As the Data Protection Officer, the Bursar is responsible for ensuring GDPR compliance.

Health and Safety

- Ensure compliance with all requirements of H&S regulations through formulating, monitoring and implementing the School's policy;
- Carry out risk assessments, taking professional advice as required;
- Document and report to the Directors on risk management;
- Administer/liase with local and national authorities, including the Health Protection Agency and other agencies, ensuring compliance with RIDDOR;
- Maintain a crisis management and emergency procedures policy and plan and ensure all staff are familiar with their duties;
- Implement appropriate programmes of training are in place for all staff to ensure compliance with H&S regulations and all safeguarding matters.

HR

- Line manage (directly or via managers) specific support staff;
- Ensure all employment contracts, staff handbook and associated documents are updated, relevant, and comply with prevailing legislation and regulations; Oversee and advise on any disciplinary or grievance procedures which become necessary;
- Manage the payroll function, pension schemes and HMRC payments and returns; Benchmark and provide recommendations to the Head in respect of any annual staff remuneration increases;
- Oversee recruitment, performance management and appraisal for support staff;
- Oversee the operation of the School Office.

Business Planning

- Provide financial planning support to underpin the school's strategic direction;
- Provide pro-active input to the drafting, implementation and monitoring of all business aspects of the school development plan;
- Responsible for the overall financial health of the school;
- Provide support, financial and commercial advice to the Head;
- Provide market analysis, KPI's and financial information to facilitate strategic planning; manage and mitigate all aspects of business risk;
- In addition to the above the Bursar will be expected to comply with reasonable requests from the Head to perform appropriate tasks.

Clerk to Governance Advisors/ Directors

- Acting as Clerk to the Governance Advisors/ Directors of Cottesmore School Limited and act as an advisor to the Old Cottesmore Educational Trust;
- Preparing and issuing agendas, minutes and other documents related to Governance Advisors' meetings;
- Preparing any other papers requested by the Directors to inform their decision making on matters such as annual fee increases;
- Attending all Governance Advisors' meetings as requested, including sub-committee meetings;
- Advising on the induction, training and processing of the appointment of new Governance Advisors.

General Responsibilities

- Attend regular Senior Leadership Team meetings and liaise effectively with members;;
- Assist the Head and Deputy Head with the staging of major school events;
- Attend relevant training course and conferences and keep abreast of current legislation and practice.
- Fulfil other reasonable duties as directed by the Head.

General expectations of SLT Members

- To act with professional integrity at all times;
- Notwithstanding issues of confidentiality and tact, act with honesty and transparency with regard to your work and manage the sometimes-conflicting needs of transparency and confidentiality;
- Be present where required at meetings, performances and other functions/events;
- Where requested to do so, attend school and Governing Body meetings to inform Governance Advisors/ Directors of issues related to your role and undertake a proactive role within the school;
- Be punctual to and attend scheduled meetings unless prior agreement for absence has been given by the Head;
- All members are encouraged to express their views, but are expected to work to the majority decision or the final decision of the Head. A consistent message should be given to staff and pupils at all times;
- When requested to do so by the Head, prepare and present reports on progress/issues related to areas of accountability and responsibility.

PERSON SPECIFICATION

Strategic business acumen

As leader of the School's business functions, you must be able to play an active and supportive role to the Head in steering our long and short term strategies and managing our day-to-day operations. It will be important to be able to assess the wider implications of a particular situation, decision or recommendation. You must have imagination and the ability to plan, as well as to think.

Educational empathy

It is not necessary for candidates to have worked in a school previously, but it is critical that you endorse the School's educational and boarding focus and philosophy, and show a desire to be involved in all aspects of life at Cottesmore School. An understanding of, and commitment to, the law and regulatory framework relating to Safeguarding and Child Protection is also essential.

Leadership and senior management experience

Strong and effective leadership skills are essential, along with solid team working skills. Candidates should be able to demonstrate how they have achieved high performance from staff, along with experience of balancing resources and priorities to attain goals.

Professional Qualifications and Financial Experience

You may or may not hold any professional accounting qualification but must have good financial awareness, be used to setting and managing budgets, managing cash flows and understanding and managing the financial drivers of a business or school. You are also likely to hold a university degree or equivalent.

Technological Savvy

You will be computer literate, especially in Microsoft Word and Excel, and will possess a knowledge of the operation of accounting systems. Experience of using a school information management system would be an advantage.

Communication Skills

You must be capable of communicating effectively with all members of the School community, both verbally and in writing.

Other Personal qualities

- Ability to listen and learn quickly, and a commitment to ongoing professional development;
- Able to get directly involved in the supervision and oversight of day-to-day operations, ensuring identified tasks are completed promptly and on budget;
- Highly versatile and conscientious, with the ability to prioritise and meet deadlines;
- A sympathetic, self-aware person, who is patient, even-tempered and calm when under pressure;
- Ability to consult and seek advice where necessary from a wide variety of sources;
- Common sense and a practical can do attitude are essential;
- Diplomatic, discreet, with personal integrity and good sense of humour.