

LINCOLNSHIRE COUNTY COUNCIL**JOB DESCRIPTION****DIRECTORATE:**
Children's Services**Division/Section/Branch:**
Schools**Service/Sub-Division:****JOB TITLE:**
Bursar 2- (Supervise 6-15 staff)**JEM Number**
01-113**GRADE:****REPORTS TO:**

Headteacher (or other designated person)

1. PURPOSE OF JOB:

To be responsible for all matters within the management of the school, which are supportive to, but do not involve the teaching function.

2. MAIN RESPONSIBILITIES, TASKS & DUTIES

- i To be responsible for the strategic planning aspects, including all financial implications, ensuring the school makes the best possible use of resources available.
- ii To be responsible for effective 'Risk Management' for example, regarding health and safety of any third party service contracts.
- iii To advise the head and governors on the financial policy and development of the long term financial strategy. Prepare annual estimates of income and expenditure, to obtain agreement to the budget and to monitor accounts against budgets. To report on the financial state of the school to governors. To monitor the annual budget and present regular management reports to the Headteacher and the Governing Body.
- iv To keep and maintain all school accounts and to prepare income and expenditure accounts and balance sheets. Prepare financial returns for the DfES, LEA and other central and local government agencies within statutory deadlines.
- v To secure bid based competitive funds by the use of bidding systems and contacts.
To negotiate, manage and monitor contracts, tenders and agreements for the provision of support services.
- vi To be responsible for general personnel matters for example ensuring new staff are cleared for employment, and to seek\provide advice on salaries and terms and conditions of employment.
- vii To supervise the schools insurance in all forms, obtain quotations and pay invoices in a timely manner.

viii	To be responsible for the maintenance of the school site and buildings. Maintain an inventory and arrange for the maintenance, repair or replacement of the equipment including furniture and fittings.
3.	MANAGEMENT OF PEOPLE To be responsible for the recruitment, professional development, appraisal and training of all support staff. Representing support staff at Management Team meetings SUPERVISION OF PEOPLE
4.	CREATIVITY AND INNOVATION The postholder will work within policies and procedures governing the school, creativity and innovation is required, for example identifying cost effective methods, make best possible use of resources.
5.	CONTACTS AND RELATIONSHIPS Daily contact with Headteacher, Governors and Employees at the school. Regular contact with LEA, other central and external agencies.
6.	DECISIONS
	a) Discretion Work will be carried out within a range of broad objectives and without referring matters to others.
	b) Consequences Decisions may have a significant material impact on the school and its financial resources.
7.	RESOURCES Office equipment, for example PC. May be required to handle cash.
8.	WORK ENVIRONMENT
	a) Work Demands Post holder will be subject to regular interruptions and changing priorities, there should be no significant disruption to the overall completion of the task.
	b) Physical Demands Physical demands related to office work, there may be prolonged periods of sitting, and working at a computer.

	c) Working Conditions		
	General office well lit and ventilated environment.		
	d) Work Context		
	Regular contact with Headteacher, employees of the school and other outside bodies, on matters which are generally none contentious. The postholder may have limited exposure to abuse\aggression from pupils, parents and carers.		
9.	KNOWLEDGE AND SKILLS		
	Essential – Minimum 3 years relevant experience. Computer Literate. Keyboard Skills. To effectively prepare and manage the school budget. Desirable - Bursar qualification, 3 'A' Levels or equivalent, ECDL or equivalent. Previous experience of staff supervision.		
10.	GENERAL		
	Job Evaluation - This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the County Council.		
	Other Duties - The duties and responsibilities in this job description are not exhaustive The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.		
	Equal Opportunities - The postholder is required to carry out the duties in accordance with Council Equal Opportunities policies.		
	Health and Safety - The postholder is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.		
	All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school.		
	Name:	Signature:	Date:
Job Description written by: [Manager]
Job Description agreed by: [Postholder]
			V5

GREATER LONDON PROVINCIAL COUNCIL (GLPC) JOB EVALUATION SCHEME

EVALUATION REPORT

Post Title Bursar Level 2	JEM Reference No. 01-113
Directorate Schools	Evaluation Date 31/1/06
Service Generic	

FACTORS:	LEVEL	POINTS
Management of People	4(six to fifteen)	64
Dispersal		
Creativity and Innovation	4	64
Contacts and Relationships	4	74
Decisions Discretion	3	52
Consequences	2	24
Resources	2	20
Work Environment Work Demands	3	24
Physical Demands	1	6
Working Conditions	1	6
Work Context	1	8
Knowledge and Skills	4	144
TOTAL POINTS		486
GRADE		Grade 8

THE JOB EVALUATION HAS BEEN UNDERTAKEN IN ACCORDANCE WITH THE TERMS AND PROCEDURES OF THE GREATER LONDON PROVINCIAL COUNCIL JOB EVALUATION SCHEME 2000

Evaluation Type

JE Project