

CHESHIRE EAST COUNCIL

JOB DESCRIPTION

JOB TITLE	Bursar - Primary School	JOB REF NO	AAAD5011
------------------	--------------------------------	-------------------	-----------------

BASIC JOB PURPOSE

To support and advise the Head teacher and governors in the interpretation, planning, decision making and monitoring of Local Management of the school.

NO	MAIN RESPONSIBILITIES
1.	Prepare and formulate the school budget, (including financial alternatives), in conjunction with the Headteacher to enable the Governing Body to make accurate management decisions.
2.	Monitor and control the implementation and virement of funds to ensure that the budget is administered according to the agreed School Development Plan.
3.	Monitor and review the school budget and advise the Headteacher and Governing Body on the strategic budgetary position to ensure over and under spending areas are identified, and proposals made, to enable corrective action to be taken.
4.	Prepare reports, including recommended action, on financial matters for the Governing Body and attend meetings to give advice to facilitate the decision making process.
5.	Service Governors and other meetings, including the taking and dispatch of minutes and the provision of procedural and constitutional advice.
6.	Administer the personnel support service within the school, including the issue of Statements of Written Particulars, and maintenance of personnel records, to ensure that staff are correctly contracted, paid and advised of personnel matters.
7.	Lead, motivate, develop and train clerical staff and / or other non teaching staff to ensure their effective deployment for the benefit of the school.
8.	Develop, implement, coordinate, review and manage the school's office, administrative and financial systems to maximise the effective coordination of all school support activities.
9.	Liaise with contractors/suppliers concerning the ordering of goods and supply of services to the school. Monitor the service provided to ensure the optimum use of resources and best value.
10.	Oversee the maintenance of pupil records, including registration, admission and transfer procedures and associated statistical analysis for Headteacher, LEA and DFEE returns to meet management and statutory requirements.
11.	Monitor, coordinate and implement arrangements for the care, maintenance and improvement of buildings, equipment and grounds in consultation with School's Health and Safety Representative to ensure the Health and Safety of school community is safeguarded.
Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.	