



Where Children Come First

Job Description & Person Specification

Bursar

We want to hear from you if you are a committed, highly motivated individual. You will join a successful school with outstanding outcomes and be supported by an experienced, skilled, and knowledgeable staff team.

The Grange is a large, very popular community primary school with a great reputation, very high expectations, and aspirations. We are well-resourced, forward-thinking and we all work hard to ensure that this is a place 'Where Children Come First'.

Candidates will need to demonstrate that they:

- Are an outstanding team member
- Have high levels of literacy and numeracy
- Have good organisational and communication skills
- Are Innovative, creative, enthusiastic – able to deliver results
- Have the ability and willingness to make a broader contribution to the life of The Grange
- Always show The Grange Way

A visit to our school to see us in action and to meet with the Head teacher will be most welcome.

Start Date: As soon as possible

Salary: Grade 10, pro rata

Contract: Permanent, part-time

Hours: 18 hours per week, 39 weeks per year

Safer Recruitment

Oxfordshire Schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post involves the type of work with children and young people that requires applicants to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post. All users are considered confidentially and according to the nature of the role and information disclosed.

How to apply

Complete the Oxfordshire County Council application form and return to bursar.2058@grange.oxon.sch.uk by midday Monday 1st November. Applications will be sifted, and interviews conducted week commencing 8th November.

[Click here for Support Staff Application Form](#)

Postholder:	_____
Post Title:	Bursar
School:	The Grange Community Primary School

Vision

Our children will reach their maximum potential through high standards in teaching, learning and leadership. We will provide a caring, inclusive learning environment where everyone is valued and respected and prepare our children to become valuable members of the wider global community.

“Our vision is to create a school community where every child participates, excels and takes pride in their achievements...”

'The Grange Way'

'The Grange Way' is to be a set of only five 'child friendly' statements which are posted in classrooms, appear in the children's books and regularly feature in PSHE lessons and in assemblies.

I smile and say hello

I listen to learn

I care for everyone and everything

I keep healthy and have a positive attitude

I work hard and challenge myself

Health and Safety

You have a responsibility under Health & Safety legislation to ensure that you;

- Take reasonable care for your own health & safety and that of others affected by what you do or do not do
- Co-operate on all issues involving health & safety
- Use work items provided for you correctly, in accordance with training and instruction given
- Do not interfere with or misuse anything provided for your health, safety or welfare
- Report any health & safety concerns to your manager as soon as practicable
- Complete risk assessments where appropriate and share with the staff involved and have it signed off by the Headteacher

Safeguarding

The Grange Community Primary School is committed to safeguarding children. All staff must be dedicated to ensuring the safety and well-being of children. The post-holder is responsible for ensuring that all child protection policies are adhered to, and concerns raised in accordance with these policies.

Job Overview

To manage all aspects of the school's annual budget, including revenue and capital, and assist the headteacher in making sound financial decisions for the school. To undertake tasks as directed by the headteacher to assist in the overall running of the school.

Tasks

Budget Management

- Be responsible for planning, monitoring, and evaluating the school's budget:
 - Use historical data and known future changes to accurately forecast spend across a 1-year, 3-year and 5-year period.
 - Attend budget surgery meetings.
 - Obtain Governor approval for proposed budget.
- Determine the need for analysis and evaluation of financial data, providing detailed reports.
- Produce timely quarterly Budget Monitoring Reports for Governors and Education Financial Services:
 - Submit Budget Monitoring Reports to Education Financial Services by published deadlines.
 - Produce regular monitoring reports and accompanying narrative for Governors.
- Manage specified budgets within the overall school's budget:
 - Including capital, Pupil Premium Grant (PPG), Special Educational Needs (SEN), Sports Premium Grant (SPG) and any other specific grants distributed by the Department for Education.
 - Assist the headteacher in production of annual reports on PPG, SPG and SEN.
 - Oversee phase/individual budget spend.
 - Lead OXSIT resource requirements.
- Be responsible for the submission of relevant information to the Governing Body.
- Produce monthly payroll reconciliation reports in line with Internal Financial Procedures policy.
- Ensure the school is compliant with procurement regulations.

Financial Management

- Be responsible for the effective management of financial administration procedures, including responsibility for compliance with financial regulations.
- Design and ensure effective operation of financial procedures in line with the Internal Financial Procedures policy.
- Manage the school's bank accounts:
 - Monthly reconciliation of the Local Expenditure Bank Account to maintain balanced account.
 - Regular reconciliation of the Special Purposes and Direct Credit accounts.

- Annual audit of Special Purposes account.
- Review and approve Procurement Card purchases monthly.
- Maintain all financial aspects of ParentPay:
 - Reconcile payments from ParentPay.
 - Maintain Childcare Voucher payments and ad hoc off-system requests.
 - Process refunds.
 - Minimise outstanding debts.
- Be responsible for banking all cash/cheques in line with financial procedures.
- Check orders against budget availability and ensure invoices are paid in a timely manner, including maintenance of an invoice log and appropriate filing systems, ensuring value for money.

Responsibilities

- Comply with and assist with the development of policies and procedures relating to financial management and financial processes within the school
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Develop constructive relationships and communicate with other agencies/professionals
- Share expertise and skills with others
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others

Person Specification

Criteria	Essential Qualities	Desirable Qualities
Qualifications	<ul style="list-style-type: none"> NVQ Level 4 or equivalent qualification/experience in financial management 	<ul style="list-style-type: none"> Qualifications in financial management of schools/education
Experience	<ul style="list-style-type: none"> Several years' experience working in an office environment at a senior level Experience in budget management Experience of HR management and change management 	<ul style="list-style-type: none"> Involvement in school self-evaluation and improvement planning Line management experience Contributing to staff development
Skills and knowledge	<ul style="list-style-type: none"> Excellent attention to detail Effective communication and interpersonal skills with both children and adults Excellent numeracy/literacy skills Able to organise, lead and motivate other staff 	<ul style="list-style-type: none"> Expert knowledge of financial management Prior use of BPS, IBC and Integris Knowledge of Health and Safety in a school environment as well as relevant policies/codes of conduct/legislation
Personal qualities	<ul style="list-style-type: none"> Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school Ability to work under pressure and prioritise effectively Commitment to maintaining confidentiality at all times Commitment to safeguarding and equality 	<ul style="list-style-type: none"> Able to self-evaluate learning needs and actively seek learning opportunities