

Job Description: Bursar & Clerk to the Governing Council

The Bursar, who is a member of the Senior Leadership Team, is responsible for the financial and business affairs of the school (including HR and regulatory compliance), the facilities, buildings and estates, and the management of the non-teaching staff.

The successful candidate will be an experienced senior manager and have financial or accounting qualifications, with relevant financial experience, and first-class leadership, administrative and communication skills.

The role requires a strong ability to work as part of a team and to participate fully in all aspects of our family-focused school.

Relationships: The postholder is responsible to the Head and the Chair of Governors

Responsible for: Assistant Bursar; Head of Admissions; School Secretary; Administrator Secretary; Network Manager; Catering Team; Grounds and Maintenance Team and other support staff.

Job purpose:

The Bursar is responsible for the successful management of the finances, operations and non-educational aspects of Rose Hill School, as well as making a leading contribution to the school's strategic direction whilst supporting the School Aims, and fulfilling the post of Clerk to the Governors and Company Secretary. The Bursar role is a complex remit spanning finance, HR, legal matters, IT, estate management, health and safety, etc. the Bursar is a member of the Senior Leadership Team and is responsible to the Head, who is the Bursar's Line Manager, for day-to-day matters concerned with the running of the school.

The Bursar is also responsible to the Governors for the financial and material state of the school and as Clerk to the Governors for supporting the various boards. As a result, the Bursar must work closely with and support the Chair of Governors and the Chair of the F&GP Committee.

The Bursar line manages the majority of support staff including the Assistant Bursar, Catering Manager, Network Manager, Office Staff and grounds and maintenance team.

The Bursar has the following responsibilities:

- To share in the corporate responsibility for the well-being of all pupils.
- Lead the Administration and Support Team promoting good morale, overseeing the smooth running of all non-teaching areas of the school.
- To be a member of the Senior Leadership Team and to contribute to the strategic planning, monitoring, evaluation and development of the school and to work in collaboration with the Head and Senior Leadership Team.

Job objectives:

Finance

- Lead preparation of Budgets, Forecasts and future growth plans for the school in liaison with the Head and Finance & General Purposes Committee to ensure the income and expenditure is profiled accurately.
- Lead preparation of timely, accurate & complete termly management accounts comparing actual performance against budget/forecast, ensuring accurate information is communicated to Assistant Bursar. Work with the Head to highlight key risks, opportunities, and proposed mitigating actions.
- Review month end balance sheet position to ensure accurate & complete. Investigate any discrepancies and ensure sufficient justification is available to support the balances in conjunction with the Assistant Bursar.

- Oversee fee invoicing and debt collection including, accurate & timely billing, monitoring of aged debt, conduct debt meetings as appropriate, and maintenance of SAGE to ensure records are up to date with all related transactions.
- Negotiate, manage and monitor contracts and agreements for the provision of support services with regard to good value for money. Manage the ordering of goods and services and certify orders and invoices, including accurate and timely processing via accounting systems.
- Advising on the development and allocation of Awards.
- Advising on general financial policy within the school.
- Advising on taxation matters generally, including VAT and Business Rates.
- Safeguarding the charity's assets and ensuring the overall business viability of the School over the long term.
- Managing debtors and related matters.
- Overseeing the development of alternative income streams/lettings.
- Advising on the financial implications of the charitable status of the School.
- Seeking 'best value' for the School.
- Ensuring quality and fitness of all goods and services purchased for the school.
- Ensuring that the school always has adequate and appropriate insurance cover.
- Preparing accounts for audit with the Assistant Bursar and working with the school's auditors, oversee submission of accounts to Charities Commission and Companies House.
- Submitting Gift Aid returns.
- To manage and oversee development of Wrap Around Care in relation to finance, billing and ISI Regulatory Compliance.

Management & Compliance

- Manage the effective running of the Administrative team and support staff of the school to ensure that school needs are met.
- As part of SLT, provide management information and ensure all aspects of non-teaching facilities are providing an efficient service.
- Ensure compliance with the ISI regulatory requirements with regard to: suitability of staff, Health & Safety, Fire and First Aid, Premises and Admissions recording.
- Data Protection Officer.
- Working to promote our public benefit with Schools Together through ISC.
- Management of Census information for ISC and Department for Education.

Human Resources

- HR matters including advising the Head on all employment topics.
- Ensuring compliance with all relevant aspects of employment law.
- Introducing, developing and maintaining HR policies and procedures in line with strategic HR practices.
- Manage employment procedure, determining conditions of employment contractual matters, ensuring compliance with safer recruitment principles and ISI regulations.
- Ensure that the Single Central Register (SCR) is up to date, accurate and meets required Independent Schools Inspectorate (ISI) compliance and ensure that all relevant information such as right to work, reference and DBS checks are received and filed accordingly. Conduct a termly review of SCR with Head.
- Ensuring that all employees are appointed according to best practice and the requirements of the Department for Education, and that all checks required by current legislation are made on staff before they are employed at the school.
- Overseeing and ensuring the effective performance management of employees from induction through probation (for teaching/teaching assistants) and performance appraisal and development for support staff.
- Ensuring that all support departments are efficiently structured and resourced to provide best support to the School.
- Embedding an ethos of supporting the school's educational aims amongst support staff.
- Briefing staff on pay, benefits in kind, pensions and conditions of service.
- Work with Head to devise, staffing plans, personnel changes and identify financial implications.

Coniston Avenue, Royal Tunbridge Wells, Kent, TN4 9SY

01892 525591 office@rosehillsschool.co.uk www.rosehillsschool.co.uk

Head: Emma Neville MEd. (Cantab) Registered Charity No. 270158 Registered Company No. 1221853

- Work with Head on staffing restructures and consultations and other employee relations issues such as disciplines, capability & grievances.
- Oversee implementation of compliance training for the school ensuring legislative requirements are met.
- Monitor staff absence and liaise with Head on any required actions.

Estate Management (including IT infrastructure)

- Ensuring that the security, maintenance and development of the school's estate is managed effectively.
- Overseeing major building projects, conversion and modernisation including planning applications, letting of contracts and quality control.
- Compiling a Forward Maintenance Plan to inform the budget process and long term financial planning.
- Installing and maintaining equipment for the detection, warning, protection of, and escape from, fire and ensuring that the necessary fire risk assessments are carried out.
- Maintaining installations and plant for electricity and gas supplies, heating, lighting, water, etc.
- Identifying and implementing sustainable practices in support of the school's eco-friendly vision.
- Ensuring the highest housekeeping standards are achieved and that the fabric and fittings within the school's buildings are kept in good order.
- Oversee the day to day running of the swimming pool, ensuring that proper safety procedures are enforced in the swimming pool, particularly out of normal school hours.
- Ensuring the minibus fleet is operated in accordance with current regulations, licensing and driver training requirements.
- Ensuring that appropriate records are maintained to support all legal requirements.
- Oversee the implementation, monitoring and review of projects and other general works.
- Oversee and manage work of maintenance, cleaning and Caretaking teams.
- Implementation and management of cyclical maintenance with regard to compliance standards.
- To manage the introduction and development of improvements to MIS systems (Engage) in School.

Health and Safety

- Act as nominated 'responsible person' for site
- Proactive management of all H&S issues including management of buildings and Fire Risk assessments
- Manage and oversee reporting requirements with regard to the 'Health and safety at work act 1974.
- Formulating, implementing and monitoring the school's policy to comply with the requirements of Health and Safety legislation, and ensuring that risk assessments are compiled where appropriate.
- Ensuring the School is a place of work that is safe and healthy, and that all regulatory and statutory demands are met.

Clerk to the Governors

- Acting as Company Secretary.
- Servicing the board of governors, the AGM of trustees, and any sub-committees, including convening of meetings, the preparation of agendas, briefing papers and minutes.
- Maintaining a register of governors and managing nominations, induction and training of new governors.
- Acting as the routine point of contact with the Charity Commission and Companies House and ensuring that all statutory returns are completed and filed on time.
- Providing advice to the Chair of Governors on charitable and company law, recommended practice and procedural issues.
- Maintaining responsibility for the Memorandum and Articles of Association.

- Drafting correspondence on behalf of the Board of Governors, including establishing and servicing Governors' Appeal Panels for hearings associated with disciplinary matters, grievances and parental complaints.

Other Operations

- Delivering, in liaison with the Head, the Strategic Plan as agreed by governors.
- Maintaining the School's risk register and business continuity strategy.
- Ensuring the daily efficient running of all support services within the School.
- Ensuring catering services are provided efficiently and to a high standard and in compliance with the Food Safety Act.
- Managing the letting of the School premises and functions to outside organisations and maximising the income from such lettings.
- Overseeing the ICT strategy and ensuring effective acquisition planning in terms of hardware and software.
- Ensuring the School's compliance with appropriate legislation, such as General Data. Protection Regulation (GDPR), Health and Safety at Work, Performing Rights and copyright.

Personal Specifications

- A professional qualification in finance (e.g., minimum AAT or equivalent) or School Business Management (e.g., Diploma in School Business Management or equivalent).
- Professional approach to parents and colleagues
- Emotional resilience in the working environment
- Team player and sense of humour
- Loyalty and confidentiality in and out of working hours to the school
- Supports the school's commitment in safeguarding and promoting the welfare of children and young people
- An updated knowledge of the independent school sector
- Ability to use information technology is essential.
- Ability to communicate effectively to a variety of audiences both orally and in writing
- Interested in extending knowledge and developing professional practice through training, such as attending ISBA conferences.
- Keenness to use initiative and be given responsibility
- Ability to work some hours additional to normal working hours for purposes of training, Governor meetings and school events without additional pay

The salary will be dependent on experience and will be commensurate with the seniority and level of responsibility for this role. The post holder will be automatically enrolled into the qualifying works pension scheme/and the School's Health Care package.

Rose Hill School offers benefits including:

- Free meals during the working day.
- Fee remission is available for child/ren attending the school, subject to the usual entry requirements and space being available, subject to terms and conditions.
- Generous training and development scheme with regular whole-staff training.
- Free parking on site.

Safeguarding

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons, for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Safeguarding & Child Protection Policy Statement at all times. If in the course of carrying out their duties, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to one of the School's Designated Safeguarding Leads or to the Head.

Rose Hill School is fully committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Any offer of employment will be subject to the receipt of satisfactory enhanced DBS (Disclosure and Barring Service) and other checks, references,

medical clearance and proof of legal right to work in the UK. This role amounts to regulated activity with children.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the school is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

This job description is not intended to be all embracing and the post holder shall be required to carry out other duties as necessary and required, commensurate with training and experience. Rose Hill School reserves the right to amend this Job Description from time to time according to business needs. Any changes will be confirmed in writing.