

## **JOB DESCRIPTION:**

### **Assistant Bursar**

#### **SECTION A: Basic objectives of Post:**

- The Assistant Bursar will support the Bursar in all areas as directed.
- The Assistant Bursar will assist the Bursar to organise, maintain and monitor the financial and personnel systems of the school.
- The Assistant Bursar will support the Bursar to implement, monitor and supervise full compliance with Health and Safety regulations including Child Protection issues within the school.
- The Assistant Bursar will perform the duties of the Bursar when the Bursar is absent for annual leave, through sickness or undertaking professional development.
- The Assistant Bursar will be primarily responsible for performance of such functions described in Section C below as may be agreed by the Treasurer in conjunction with the Bursar.
- The Assistant Bursar will undertake miscellaneous other duties as itemised in Section E.

#### **SECTION B: Duties and Responsibilities / Functional links:**

- The Assistant Bursar will be line managed by The Bursar who is under the direct supervision of the Head. On a functional basis reporting lines will differ as The Bursar also reports to the Treasurer, who has overall responsibility for the finances of the school.
- Attendance at any meetings of the Governing Body or any sub-committee meetings to provide information as required.
- To maintain confidentiality and security of information at all times and be aware of the requirements of the Data Protection Act.

#### **SECTION C: Financial and Personnel systems:**

- Payment of invoices, log receipts and transactions on SAGE, prepare cheques
- Ensure proper authorisation of payments
- Assist Bursar with preparation of termly invoice data input, statements and reminder letters
- Assist Bursar with termly fee invoice administration
- Filing of invoices, fee invoices and related documentation
- Assist Bursar with timely annual Audit preparation
- Assist Bursar with data input/processing of Annual Returns such as CES, Census, Nursery Voucher scheme.
- Assist Bursar with orders and resources when authorised and follow up as required, despatch and match goods – reconcile paperwork
- Duties in accordance with procedures in Financial Manual provided by Bursar.

#### **SECTION D: Health & Safety:**

- To ensure compliance with all Health and Safety regulations under direction of the Bursar and in conjunction with the Premises Manager

## **SECTION E: Other duties**

- Capable management of messages by phone before and after the Receptionist is present ( e.g. sick children, late parents at pick up, passing on arrangements to teachers)
- First Aid as required once in-house training has been completed
- Flexibility in managing workloads at key times in the school year.
- Cash handling when required (e.g. Christmas Bazaar)
- Attend schools events such as Prize-giving, Christmas Bazaar etc.
- Miscellaneous – according to the needs of the school, as directed by the Bursar.
- Daily Banking
- Post and Franking, Parcels and returns
- Ordering buses for trips and events and admin associated with this area
- Placement of Adverts as required
- Ordering of Resources after approval by Head and Bursar. Admin associated with this area (matching invoices with orders and dispersal of goods)
- Maintenance of Extras lists, reconciliations

## **PERSON SPECIFICATION:**

### **Assistant Bursar**

The successful candidate will

- be educated to A level standard
- have relevant professional qualifications and/or book keeping and/or working experience in an accounts office
- have excellent analytical competencies and a capacity for real attention to detail
- show flexibility and willingness to work under a matrix management system
- be fully competent with relevant database and IT skills
- have outstanding written and numerical skills
- be an excellent communicator with excellent spoken and written English
- be able to prioritise effectively and efficiently and work to tight deadlines
- demonstrate willingness to undertake further professional training as necessary
- be punctual and dependable
- be happy to deal with less 'glamorous' aspects of the job eg a sick child who may need attention, to deal with a leaking pipe or delivery enquiry, show willingness to offer practical assistance as part of a hard working and fully committed team
- be aware that much of the work undertaken is of a confidential nature and therefore at all times will maintain confidentiality and act with discretion in all school related matters
- have a personable, friendly and enthusiastic manner
- be sensitive and act appropriately in an environment with young children

## Supplementary information

St Mary's School is a long established Catholic IAPS Preparatory School for 300 pupils in Hampstead which has girls from age 2¾- 11years and boys from 2¾ - 7 years. The school has an excellent reputation and an established track record of academic as well as all round success for the pupils. In May 2008 the school had an excellent ISI Inspection and an outstanding Inspection report from the Diocese of Westminster. A new hall with additional teaching and learning spaces as well as administration support areas has recently been completed and opened in January 2010. High quality lunches are provided to all staff with no charge (Camden rated 5\* March 2009) The school is well served by tube and bus routes; there is no parking available at the school. There is a no smoking policy in operation on or around the school grounds.

The school has charitable status. Please see our website: [www.stmh.co.uk](http://www.stmh.co.uk)

The Trustees wish to appoint an Assistant Bursar to offer administrative support and to work under the supervision of the Bursar. This is a new position.

Ideally the successful applicant will commence employment in April 2010.

He or she will be part of a dynamic and responsive administration support team which includes the School Secretary, Receptionist and Premises Manager.

Previous experience in a school setting is desirable.

There will be a six month probationary period on appointment.

An Enhanced CRB disclosure will be required for the successful applicant.

St Mary's School is committed to the protection and safety of its pupils.

St Mary's School is an equal opportunities employer.

This is a full time position which offers a negotiable salary in the region of £25k.

Performance management training is provided to support personal and professional development. The position offers five weeks paid annual leave which is agreed in advance with the Bursar.

Final date for receipt of applications is **Friday 5<sup>th</sup> March**.

Candidates selected for shortlisting will be notified by 11<sup>th</sup> March by email and then by letter.

Interviews will be held with the selected candidates on **Monday 15<sup>th</sup> March** at the school.

Applicants must send a handwritten letter of application to The Headmistress at the school and enclose a completed school application form. This is available on request from Mrs Verity Sherwood [verity.sherwood@stmh.co.uk](mailto:verity.sherwood@stmh.co.uk) in an application pack giving further details of this position and about St Mary's School. This information is also available on the school website [www.stmh.co.uk](http://www.stmh.co.uk)