



## **Job Specification**

# **Bursar's Assistant**

### **Overall Responsibilities**

- To adhere to the School's Child Protection and Safeguarding Policy,
- Accountable to the Bursar, they should work closely and collaboratively with colleagues to support the Bursar, Headteacher and Governing Body in fulfilling the School's Vision,
- To support the Bursar in the day-to-day running of the Bursar's office,
- To support the day-to-day running of the School Office.

### **Particular Responsibilities**

- To effectively run and maintain the School Uniform shop,
- To support with finance and purchasing tasks,
- To support with HR/personnel tasks,
- To support with general administration,
- To support with coverage of the School Reception,

### **Key Tasks**

- To complete bank reconciliations,
- To allocate receipts and manage debtors,
- To issue statements and follow-up with outstanding invoices,
- To respond to email invoice queries,
- To manage the purchase ledger and produce purchase orders in line with the authorisation process,
- To monitor spend against budget,
- To prepare aged creditors for authorisation,
- To enter income from Parentmail, recording it to customer accounts and allocating payments received,
- To manage stock levels and reorder when required, ensuring held stock is within budget,
- To issue documentation for new staff and leavers,



- To maintain the SCR for weekly inspection by SLT,
- To manage attendance and training records,
- To collate and input data for payroll processing,
- Such other duties that the Bursar may reasonably and from time to time require.

**THIS JOB DESCRIPTION IS CORRECT AT THE TIME OF ISSUE**

*It may be subject to change if and when required by the Bursar*