



## Job Description

# Business Manager

*(Known as Bursar)*

Reports to: Headteacher (Head), Governing Body

Location: St Peter's School, 52 Headlands, Kettering, NN15 6DJ

(some flexible working arrangements are possible)

Accountable to: Headteacher and Governing Board

Reports: Bursar's Assistant, Office Manager, Site Manager, Catering Manager

The role of Bursar is a full time year-round position.

*Target start date: June 2023*

# Main Duties

- To be responsible for the business function of St Peter's School and Sunnylands Nursery, acting as Company Secretary and Clerk to the Finance, Personnel and Development committees.
- To take an active role within the Senior Leadership of the School.
- To maintain statutory company records, updating and filing with all external bodies.
- To complete all statutory and legal duties for the organisation including the Charities Commission and annual census.
- To provide financial oversight to ensure the smooth running of the school - purchasing, invoicing, debt collection etc.
- To line manage the School Office, Site and Catering Managers to ensure the business is safe, effective and operational. This includes IT systems, health and safety processes and ordering.
- To be accountable for the school's financial success, including budgeting, development planning, insurances and working with the local authority on grants and initiatives.
- To be responsible for HR including payroll, pensions and contracts.
- To deal professionally, confidentially and appropriately with enquiries from all stakeholders including governors, parents, visitors, contractors, suppliers and staff.
- To liaise with the Chair of Governors and Clerk to governors, and administer the process for appointing governors, ensuring that all governors are aware of their statutory responsibilities in particular with regard to the safeguarding of pupils.
- To provide cover for the School Office, site security (opening up/locking up) during periods of staff absence and school holidays.
- To work with the Governors and Head on capital development projects, and provide input to the Development Committee.
- To ensure all inspection regulations are met and the school is compliant with all of its legal duties.
- To review, write and adhere to all school operational procedures.
- To work closely with the Head to grow and promote the school by monitoring and evaluating performance and provision.
- To ensure regular audits are carried out including annual ordering.
- To ensure the safe recruitment of staff, following the safe recruitment policy.
- To attend additional training events and meetings as identified for training requirements.

*Please note that this is not an exhaustive list of duties. The Bursar will be required to undertake any other reasonable duties outlined by the Headteacher or governing board.*

	Essential	Desirable
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• Experience in business.</li> <li>• Maths and English qualifications at GCSE level or above</li> <li>• Experience within a managerial or leadership role</li> </ul>	<ul style="list-style-type: none"> <li>• Experience and/or qualification in Accounting or bookkeeping</li> <li>• Experience of working in schools or education setting</li> <li>• Record of achieving excellent outcomes in business</li> <li>• Safeguarding and Child Protection training</li> </ul>
<b>Specialist Knowledge</b>	<ul style="list-style-type: none"> <li>• Understanding of legal and statutory requirements of business including the Charities Commission and Companies House</li> <li>• An understanding of leadership and management best practices</li> <li>• A thorough knowledge of accountancy packages, e.g. SAGE or similar</li> <li>• A firm, working understanding of HR best practices</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of marketing and school admissions trends</li> <li>• Knowledge and experience of ISA and ISI, or other similar educational inspections</li> <li>• Experience administering Early Years funding</li> <li>• Understanding of Safer Recruitment in schools</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Able to communicate confidently and professionally with a wide range of people</li> <li>• Good organisation skills</li> <li>• Excellent with numbers</li> <li>• Able to prioritise workload and delegate appropriately</li> <li>• Able to deal with conflict in a constructive manner</li> <li>• Be reflective and evaluative</li> <li>• Able to work under pressure</li> <li>• Able to lead and motivate a team</li> </ul>	<ul style="list-style-type: none"> <li>• Confident use of IT skills</li> <li>• Knowledge of school management systems and education software</li> </ul>
<b>Personal Characteristics</b>	<ul style="list-style-type: none"> <li>• Good sense of humour</li> <li>• Shares our school values</li> <li>• Positive outlook</li> <li>• Solutions-focused</li> <li>• Flexible</li> <li>• Committed</li> <li>• Resilient</li> </ul>	<ul style="list-style-type: none"> <li>• Desire for continuous development through CPD</li> </ul>

## Vacancy Details

We're seeking to appoint an enthusiastic and passionate Bursar to join us. The Bursar is responsible to the Headteacher for the successful and efficient running of the School and nursery.

In return you will be a valued and central part of the team within the School. You will also join the school's Senior Leadership Team. We expect all of our staff to engage in self-reflection and development, and to contribute to on-going improvements within their area of work and across the school as a whole.

## Person Specification

Short-listing will be based on the specification above, which candidates should bear in mind when preparing their application and completing the application form to ensure that their application and suitability reflects the essential requirements of the role.

The School will seek evidence from the following:

- Application form
- Letter of application (cover letter)
- References
- Interview
- Qualification certificates

In return, we offer you

- A safe and happy school,
- Talented and dedicated colleagues with inspirational team spirit,
- Children who are enthusiastic to learn, with outstanding behaviour,
- A supportive and nurturing ethos which will help you fulfil your potential.

## Safeguarding

We are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo an enhanced DBS check. In addition to an assessment of their ability to perform the duties of the post applied for, candidates invited to attend for interview should expect further discussion relating to safeguarding and promoting the welfare of children.

## Application Information

Applications should be made on the school application form and supported by a cover letter.

Completed forms should be posted to the following address:

**Mr M Thomas, Headteacher, St Peter's School, 52 Headlands, Kettering, Northamptonshire, NN15 6DJ** or emailed to [STPSoffice@st-peters.org.uk](mailto:STPSoffice@st-peters.org.uk), (no agencies please)

NB: Our safer recruitment regulations mean that we are unable to accept CVs in place of an application form, but a CV may be submitted as additional supporting documentation.

St Peter's School is an equal opportunities employer.