



## **HOWE GREEN HOUSE SCHOOL ASSISTANT BURSAR**

**Howe Green House is committed to the protection and safety of its pupils and follows safer recruitment practice. If called for interview you will need to bring your driving licence, passport or other photographic ID and original examination documents or certificates for verification. The interview will also assess your suitability to work with children and will include questions relating to safeguarding and promoting the welfare of children.**

Howe Green House School was founded in 1987 by the founding Headteacher and a group of parents and staff. It is run as an educational trust and parents are able to become members of the company and is a registered charity. All monies received from fees etc. are ploughed back into the school to provide for future development and the day to day running of the school.

The school is a member of the Independent Schools Association and caters for children from 4 - 11 years of age in a beautiful countryside setting with separate nursery provision for children from 2 years old. There are a variety of buildings that form the school surrounded by over fifteen acres of grounds.

The Pre-Prep department comes under the leadership of the Head of Pre-Prep who oversees the work of the children from Reception to Year 2. The Head of the Prep Department is responsible for Years 3 to 6. The Senior Management Team comprises the Deputy Head Pastoral, Senior Deputy Head, Headteacher and Bursar.

### **Job context and working arrangements:**

Due to the size and nature of the School some of the role will involve tasks expected of a Bursar's Assistant in addition to the role of Assistant Bursar.

You will be based next to the Bursar's office and will work closely with the Bursar who will be your line manager, providing support, monitoring and discussion of important issues.

The school operates a no-smoking policy.

Due to the location of Howe Green House it will be necessary for applicants to have their own transport. The school checks all new appointments with the Disclosure & Barring Service for any criminal, or other background, that might disqualify an individual from working with children.

Working hours will be Monday – Friday 8.30am – 5.00pm during term time. Two days per week during holidays. Occasional overtime may be required for meetings or key events.

Salary in the region of £24,000.00 per annum.

The successful applicant will be subject to a DBS Enhanced Disclosure. The school will also require the successful applicant to complete a medical questionnaire.

Applicants wishing to apply should complete the application form and send this together with a letter in support of the application. Referees for short listed applicants will be contacted prior to interviews.

Howe Green House School is committed to an Equal Opportunities Policy.

The closing date for applications is midday on 26<sup>th</sup> August 2022. Interviews are likely to take place week commencing 5<sup>th</sup> September. The School reserves the right to appoint ahead of the closing date. If selected for interview you will be contacted by telephone. It is therefore essential that a day time number is provided. Referees for short listed applicants will be contacted prior to interviews.

***The purpose of the interview is to assess a potential candidate's suitability for the post and give both parties the opportunity to gain further information before making a successful appointment. It is also an opportunity to seek clarification on information which the candidate has provided on the application form and accompanying Curriculum Vitae.***

## **Job Description**

To assist the school Bursar in the day-to-day financial administration.

### **Key Responsibilities**

- Ordering of school lunches, liaising with caterers and dealing with parental enquiries.
- Receiving and recording purchase invoices, confirming receipt of goods and services, initiating BACS payments utilising on-line banking facilities as necessary.
- Oversee Petty Cash expenses and claims, ensuring Head of Department authorisation and undertake internet banking as required.
- Update the accounting ledgers on a day-to-day basis using Excel (Xero moving forward) ensuring databases are maintained accurately.
- Maintaining the pupils medication records and ensuring all staff are updated accordingly, advising parents when medications are about to be out of date.
- Complete annual Census returns; analyse pupil and staff data (ISC and SLASc).
- Book training courses, conferences, and meetings for members of staff where required
- Archiving of files.
- Ad hoc projects and other tasks to support the Bursar.

### **Staffing**

- Assist in the recruitment of staff by placing advertisements, uploading job descriptions and arranging interviews.
- Completing DBS checks on all new staff, prohibition of teaching and Barred List checks, as required.
- Liaising with the Head to ensure that all new staff receive safeguarding training.
- Ensure the maintenance of clear and effective filing, records and other systems and keep them updated.
- Reporting and recording of staff absence.
- Engage Administration - Maintain the HR Module of the Engage MIS, ensuring that all personnel records are added, maintained and archived in an appropriate manner.
- Oversee Educare training and ensure appropriate access to required courses is granted to staff together with monitoring and recording of training courses undertaken.

### **Fees**

- Raise fee invoices for Little Oaks Nursery and monitoring the timely collection of fees.
- Investigation and resolution of fee invoice enquiries, including liaising with the Nursery Manager.
- Credit Control duties in liaison with the Bursar.
- Manage FEEE ensuring data is uploaded to the Essex County Council Portal, parent/carers forms are sent out where required, and fee invoices adjusted accordingly.
- Collating attendance records and raising invoices for Before and After School Care.

### **Payroll**

- Collate records of hours worked each month for hourly paid members of staff and claims for overtime.
- Distribute monthly payslips.

### **Administrative**

- Draft as required, outgoing correspondence and School documents for the Bursar, following discussion with her.
- Assemble and prepare papers required by the Bursar to attend meetings, and prepare reports, and reply to requests for information.
- Take minutes at meetings where required and type up.
- Ensure that matters arising from meetings are dealt with by the appropriate people within agreed timescales.
- Assist the Bursar with any ad-hoc finance issues including liaison with nominated professional consultants employed on financial or other matters from time to time.

### **Governors**

- Assist the Bursar with the preparation and distribution of all papers relating to meetings of the Governing Body.
- Attend meetings of the Governors' Committees if required.

### **Other Tasks**

- Any other duties that may be reasonably required, that fall within the competence of the post-holder.
- To attend and support school events as requested.
- Provide occasional cover for absent colleagues in the general offices.
- Support the Office Team and Senior Managers in the organisation and detailed planning of special events. e.g. Open Mornings, Speech Day etc.

## **Knowledge, experience and training**

- Educated to A Level or above
- Diploma of School Business Management or knowledge working within a school bursary – desirable
- Knowledge of accounting procedures not necessarily required but work needs to be methodical and accurate.
- Knowledge of Xero desirable as due to be implemented.
- Knowledge of Excel essential
- Good ICT skills
- Knowledge of C-POMS desirable
- Knowledge of Engage or similar MIS desirable
- Knowledge of safeguarding and safer recruitment process

## **Person Specification**

- Professional, combined with a warm and approachable personality
- Maintain a high degree of confidentiality and handle all confidential correspondence with discretion.
- Respond positively, with tact, sensitivity and awareness to enquiries from parents and staff.
- An understanding that not all decisions and changes are popular but with the resolve to see them through with sensitivity, empathy, understanding and efficiency.
- Open to new ideas and a willingness to learn
- Attention to detail - accuracy and checking of work for quality
- The ability to work with initiative and common sense
- Good time management and prioritisation skills
- The position requires contact with pupils, staff and parents therefore a firm but fair approach and a sense of humour are essential qualities.