

LINCOLNSHIRE COUNTY COUNCIL**JOB DESCRIPTION****DIRECTORATE:**
Children's Services**Division/Section/Branch:**
Schools**Service/Sub-Division:****JOB TITLE:**
**Senior Administrator with
Bursar Duties****JEM Number**
01-216**GRADE:****REPORTS TO:** to the Headteacher and Deputy Headteacher.

1.	PURPOSE OF JOB: To oversee the administration support in school to enable smooth running of the function. To assist the Headteacher in all matters within the management of the school which are supportive to, but do not involve the teaching function.
2.	MAIN RESPONSIBILITIES, TASKS & DUTIES Administrative responsibilities and duties. i To act as a personal assistant to the head. ii To provide comprehensive administrative support including filing, word processing and reprographics work, as well as administrative support in the interview, appointment and resignation of staff. iii To have overall responsibility for the SAP system, maintain all accounts and provide reports and advise on improvements. iv To assist the Headteacher in monitoring all school budgets and accounts throughout the year. Ensure income\expenditure is correctly recorded. Ensure that all budget records are maintained and up to date. v To assist the Headteacher in ensuring appropriate provision and management advice and information and in the effective management of the school budget. vi To be responsible for receipting and banking all monies. vii To assist the Headteacher with monitoring the effectiveness of services provided, e.g. buildings, grounds, premises, energy, catering, supplies, and services. viii To administer the school fund, provide reports and ensure accounts are audited. ix To be responsible for the security of examination papers, bus passes etc. To

	<p>ensure the office is kept tidy and confidentiality is maintained by clearing desks and switching off or locking computers at the end of the day.</p>
x	<p>To keep inventories of equipment and arrange, in liaison with the Headteacher, the maintenance and/ or replacement of equipment, furniture and fittings.</p>
	<p>Bursar Duties and Responsibilities.</p>
xi	<p>To assist the Headteacher in strategic planning aspects of the school, including all financial implications, ensuring the school makes the best possible use of resources available.</p>
xii	<p>To be responsible for effective 'Risk Management' for example, regarding health and safety of any third party service contracts.</p>
xiii	<p>To advise the head and governors on the financial policy and development of the long term financial strategy. Prepare annual estimates of income and expenditure, to obtain agreement to the budget and to monitor accounts against budgets. To report on the financial state of the school to governors. To monitor the annual budget and present regular management reports to the Headteacher and the Governing Body.</p>
xiv	<p>To keep and maintain all school accounts and to prepare income and expenditure accounts. Prepare financial returns for the DfES, LEA and other central and local government agencies within statutory deadlines.</p>
xv	<p>To secure bid based competitive funds by the use of bidding systems and contacts.</p>
xvi	<p>To negotiate, manage and monitor contracts, tenders and agreements for the provision of support services.</p>
	<p><u>NOTE:</u> THE POSTHOLDER MAY ALSO BE REQUIRED TO CARRY OUT TASKS CONTAINED IN THE FOLLOWING JOB DESCRIPTION:</p>
	<p>ADMINISTRATOR JOB DESCRIPTION</p>
	<p><i>To provide administrative support including filing, word processing, telephone messaging and reprographics work.</i></p>
	<p><i>To attend meetings, take notes\formal minutes as required</i></p>
	<p><i>To assist in the organization of open evenings, prize giving and induction evenings.</i></p>
	<p><i>To assist with the administration of press releases, provide administrative support for work experience, and for the appointment and resignation of staff.</i></p>
	<p><i>To use SAP to input and manage data.</i></p>
	<p><i>To arrange supply teaching as required</i></p>

	<p><i>To assist with arrangements for the election of parent and teacher governors</i></p> <p><i>To ensure the security of cash, checking and banking cash received, including where necessary keeping accounts.</i></p> <p><i>To assist in completion of reports as required by governors and external bodies involved with the school.</i></p> <p><i>To be responsible for the accuracy, completeness and validity of the payroll returns and for the payment of salaries and wages including PAYE, NIC and superannuation.</i></p>
3.	<p>MANAGEMENT & SUPERVISION OF PEOPLE</p> <p>Responsible for administrative staff, assist in recruitment process and carry out appraisal, ensuring that adequate training is provided. Carry out quality of work checks.</p>
4.	<p>CREATIVITY AND INNOVATION</p> <p>Creativity is essential in assisting with the strategic planning aspects of the role. Also to find more efficient/effective ways of doing things; to make cost savings; to find solutions to pupil problems; etc.</p> <p>The post holder is expected to continuously evaluate and improve systems which affect the whole school and which can cross teaching and non teaching areas.</p>
5.	<p>CONTACTS AND RELATIONSHIPS</p> <p>Day to day contact with Headteacher, Governors and Employees at the school. Regular contact with LEA, other central and external agencies.</p>
6.	<p>DECISIONS</p>
	<p>a) Discretion</p> <p>Decisions are made in line with established alternatives and in consultation with the Headteacher in terms of administration. Work will be carried out within a range of broad objectives for the bursar duties.</p>
	<p>b) Consequences</p> <p>Decisions may have a significant material impact on the school and its financial resources.</p>
7.	<p>RESOURCES:</p> <p>Office equipment, for example PC. May be required to handle cash.</p>
8.	<p>WORK ENVIRONMENT</p>

	<p>a) Work Demands</p> <p>Subject to interruption but with no significant change to the overall program of work.</p>		
	<p>b) Physical Demands</p> <p>The postholder may spend prolonged periods of time sitting at a computer.</p>		
	<p>c) Working Conditions</p> <p>General office environment. Well lit and well ventilated conditions.</p>		
	<p>d) Work Context</p> <p>Regular contact with Headteacher, employees of the school and other outside bodies, on matters which are generally non contentious. The postholder may have limited exposure to abuse/aggression from pupils, parents and carers.</p>		
9.	<p>KNOWLEDGE AND SKILLS</p> <p>Minimum 3 years relevant experience. Bursar qualification or equivalent. Computer Literate. Previous experience of staff supervision.</p>		
10.	<p>GENERAL</p> <p>Job Evaluation - This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the County Council.</p> <p>Other Duties - The duties and responsibilities in this job description are not exhaustive The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.</p> <p>Equal Opportunities - The postholder is required to carry out the duties in accordance with Council Equal Opportunities policies.</p> <p>Health and Safety - The postholder is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.</p> <p>All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school.</p>		
	Name:	Signature:	Date:
Job Description written by: [Manager]
Job Description agreed by: [Postholder]

Note: Qualifications and Experience headings are included in the Person Specification, see 'Using Competencies in Recruitment & Selection' in the Employment Manual on George.

Guidance on the completion of this JD can also be found on George or available from your Directorate HR Adviser.

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GREATER LONDON PROVINCIAL COUNCIL (GLPC) JOB EVALUATION SCHEME

EVALUATION REPORT

Post Title Senior Administrator with Bursar	JEM Reference No. 01-216
Directorate Schools	Evaluation Date
Service LCC Generic - Cross Function	

FACTORS:	LEVEL	POINTS
Management of People	3(up to five)	46
Dispersal		
Creativity and Innovation	4	64
Contacts and Relationships	3	56
Decisions Discretion	3	52
Consequences	2	24
Resources	2	20
Work Environment Work Demands	2	16
Physical Demands	1	6
Working Conditions	1	6
Work Context	1	8
Knowledge and Skills	3	112
TOTAL POINTS		410
GRADE		Grade 6

THE JOB EVALUATION HAS BEEN UNDERTAKEN IN ACCORDANCE WITH THE TERMS AND PROCEDURES OF THE GREATER LONDON PROVINCIAL COUNCIL JOB EVALUATION SCHEME 2000

Evaluation Type

JE Project