

Job Description

School Bursar & Attendance Manager

(JDPS subject to review under BCC Equal Pay Programme)

Job Details	
Grade	(Grade C, subject to grade evaluation under BCC Equal Pay programme)
Job Evaluation Number	TBC
Directorate	Children & Families
Division	Schools

1.0 Portfolio Responsibilities

This job manages school financial operations, facilities oversight and attendance systems to ensure effective resource allocation and compliance. It oversees budget monitoring, procurement processes, site improvements and health and safety whilst managing registration and absence investigations. The job provides financial reports and analysis to Governors, coordinates with external agencies and implements attendance improvement initiatives.

2.0 Key Responsibilities (WHAT DO WE EXPECT THIS ROLE TO ACHIEVE)

Facilities

- Maintaining oversight of day to day site and premises matters to ensure smooth operation of all facilities.
- Liaising with the site team to ensure site matters are attended to and resolved swiftly and effectively.
- Assisting Governors in the development of a site improvement plan to ensure that funding allocations are used efficiently and effectively at all times.
- Managing bids and requests for grant funding to support the maintenance and development of the school site.
- Acting as project manager for improvements to the school premises.
- Maintaining adequate systems for Health and Safety, including risk assessments such as fire, first aid and health and safety, reporting to the Headteacher and appropriate Governors as and when required.

Finance

- Managing processes for the purchase and receipt of goods and services, which may include liaising with suppliers, administering contracts and service level agreements with suppliers, raising orders and processing invoices.
- Overseeing, monitoring and reconciling the collection and banking of all monies received in school, both official and unofficial.
- Managing the preparation of financial plans and reports, financial statements, cost estimates, budget forecasts and recommendations.
- Providing financial information and support to school leaders and Governors with financial planning.
- Monitoring budgets including analysis of variances, recommending and taking corrective action as needed.
- Overseeing internal and external audit procedures for all financial processes.

Attendance

- Managing the operation of the school registration system daily, ensuring absences are correctly recorded.
- Investigating absences and lateness on a daily basis, initiating further checks and reporting concerns as appropriate.
- Monitoring and analysing absence figures and providing relevant reports to senior colleagues.
- Completing official returns regarding absence.
- Managing processes for parental requests and decisions to take unauthorised term time leave.
- Communicating with parents and carers regarding attendance, including half termly letters of concern.
- Managing school processes for rewarding good attendance, including initiatives such as best attendance weeks, certificates.
- Liaising with outside agencies and making referrals for poor attendance where appropriate.
- Attending training and keeping abreast of local and national developments in managing and improving attendance.

General

- Preparing reports for Governors and external scrutiny such as audit, under the direction of the Headteacher.

Special Conditions

Is Safeguarding Check needed?	DBS Enhanced Children
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Person Specification

Essential Criteria		
Method of Assessment (M.O.A): Application Form; Work Based Exercise; Interview; Qualifications; Presentation		
Qualifications	AF/Q	Hold GCSEs or equivalent in English and Maths at grade C/4 or above
Qualifications	AF/Q	Hold a relevant administrative or business qualification or equivalent demonstrable experience
Experience	AF/I	Have substantial experience managing financial processes including budgets, forecasting and audit procedures.
Experience	AF/I	Have experience preparing reports and statutory returns for governors and external scrutiny bodies.
Skills	AF/I	Be proficient in financial management systems, budgeting software and school management information systems.
Skills	I	Be able to speak an appropriate standard of spoken English -Part 7 of the Immigration Act (2016)
Skills	AF/I	Have excellent analytical abilities for budget monitoring, variance analysis and financial forecasting.
Skills	AF/I	Have excellent interpersonal and communication skills for engaging with staff, parents/carers, governors and suppliers.
Other	I	Demonstrate a flexible and adaptable approach to supporting varied school operational needs.
Competency	AF/I	Be able to promote and model working independently and working effectively as part of a

		team
Competency	AF/I	Have the interpersonal and management skills to line manage teams and conduct performance appraisals effectively.
Competency	AF/I	Be skilled in project management including planning, coordinating and delivering premises improvement projects.
Competency	AF/I	Be capable of managing multiple complex operational functions simultaneously and meeting critical deadlines, remaining calm under pressure.
Knowledge	AF/I	Demonstrate comprehensive understanding of school finance regulations and local authority funding procedures.
Knowledge	AF/I	Demonstrate comprehensive understanding of health and safety legislation and risk assessment requirements.
Knowledge	AF/I	Understand procurement processes, contract management and service level agreement administration in education.
Knowledge	AF/I	Demonstrate a thorough understanding of school attendance legislation and guidance.
Training	AF/I	Demonstrate a commitment to undertaking ongoing training and professional learning

All staff at BCC understand and are committed to Equal Opportunities employment and service delivery.

As a Disability Confident Committed Employer, we take positive action to ensure people living with a disability or a long-term health condition feel supported, engaged, and able to fulfil their potential in the workplace. People with a disability telling us on their application form they wish to participate in the scheme and who can then demonstrate in their application that they meet the essential criteria for the role will be shortlisted and offered an interview.

Safeguarding

Everyone has a responsibility to safeguard the welfare of children, young people, and adults at risk, whatever the role of the individual, or Birmingham City Council service or Directorates they work in.

Birmingham City Council will work with the appropriate statutory bodies when an investigation into child abuse or a safeguarding adult's investigation is necessary.

The Council is committed to safe recruitment practices and recognises that this fits into an overall corporate approach to safeguarding across a range of functions that need to operate together in order to be effective. This applies to employees, volunteers, work placements, elected members, licencing, school transport arrangements and any other regulated positions.

The Council's safe recruitment process includes pre-employment vetting which involves establishing full employment histories; proof of identity; satisfactory references; health assessment; checks of qualifications; asylum and immigration checks; and criminal record checks with the Disclosure and Barring Service.

The Council's website will contain links to the current versions of safer recruitment policies that are in force.

In line with this, everyone has an overarching responsibility for safeguarding and promoting the welfare of all children/young people and adults in the area.

- Work in a way that prevents and protects service users from abuse;
- To be aware of the signs of abuse or neglect;
- Recognise the signs of abuse and neglect; and
- Record and report any concerns or incidents.

Record and report any concerns or incidents.