



School Operations Lead

Job Description & Person Specification

Context

CDAT is a multi-academy trust currently made up of 32 diverse schools across the Diocese of Chester. Established by the Chester Diocesan Board of Education in 2014, CDAT's vision is to build thriving learning communities where every individual can flourish.

Children are at the heart of our work. We are committed to helping them develop academically, creatively, socially, and spiritually. Inspired by the words of Jesus in John 10:10 — 'I have come in order that you might have life, life in all its fullness' — we want all our pupils to experience outstanding learning, wide-ranging opportunities, and deep personal development.

The School Bursar role provides dedicated financial support within school, ensuring the effective day-to-day management of financial processes and controls. The postholder will work closely with the Headteacher and the Trust's Central Finance Team to ensure robust financial administration, compliance and reporting.

Job Description

Chester Diocesan Academies Trust (CDAT)

Job Title:	School Bursar
Salary:	NJC Pt 12-17 £28,597- £31,021 FTE April 2025 (Pay award pending)
Pension:	Membership of Local Government Pension Fund
Job Summary:	<p>Core Responsibilities</p> <p>Finance Administration</p> <ul style="list-style-type: none"> • Raise and process purchase orders in accordance with Trust procedures. • Monitor outstanding orders and deliveries. • Check, code and process supplier invoices. • Liaise with suppliers and the Central Finance Team to resolve invoice and payment queries.

- Maintain accurate financial records and supporting documentation.
- Assist with the preparation of information required for audits and financial reviews.

Budget Monitoring

- Support the Headteacher in monitoring expenditure against approved budgets.
- Identify potential overspends or unusual expenditure patterns.
- Provide financial information and reports as requested by the Headteacher or Trust Finance Team.
- Support budget setting and forecasting processes where required.

Payroll Administration

- Act as the school's payroll liaison.
- Submit payroll variations including starters, leavers, contractual changes and absence information.
- Review monthly payroll reports and identify discrepancies.
- Ensure payroll records and supporting documentation are maintained accurately.

Banking and Reconciliations

- Manage school-held bank accounts including income collection and banking.
- Complete monthly bank reconciliations in line with Trust procedures.
- Investigate and resolve outstanding reconciliation items promptly.
- Maintain accurate records of income, trips, donations and other school funds.

Journals and Financial Controls

- Prepare and submit requests for journals and financial adjustments.
- Maintain supporting evidence for all financial transactions.
- Ensure compliance with Trust financial regulations and internal controls.
- Support the implementation of recommendations arising from audit reviews.

Operational Support

- Provide financial advice and guidance to school staff regarding purchasing and financial procedures.
- Support the administration of school trips and other income-generating activities.
- Work collaboratively with the Central Finance Team to ensure consistency of financial processes across the Trust.
- Undertake any other duties commensurate with the grade and nature of the post.

Accountable To:	<ul style="list-style-type: none"> • Headteacher (with a matrix relationship to Central Team)
Key Relationships:	<ul style="list-style-type: none"> • Headteacher and SLT • Central Trust Team • School Staff • Parents and carers • Suppliers and External Agencies • Auditors and Regulatory Bodies
Hours & Location:	<ul style="list-style-type: none"> • 5 hours per week • Term Time Only • Working pattern to be agreed with the Headteacher • Based at Broadbottom Primary School

Person Specification

Qualifications / Experience

- Good standard of education (GCSEs or equivalent) – Essential
- Experience of financial administration – Essential
- Experience processing invoices and purchase orders – Essential
- Experience undertaking bank reconciliations – Essential
- Experience supporting payroll administration – Essential
- Experience within a school or academy environment – Desirable
- Knowledge of school finance systems – Desirable

Skills and Attributes

- Excellent attention to detail and accuracy – Essential
- Strong organisational and time management skills – Essential
- Ability to work independently and manage competing priorities – Essential
- Good communication and interpersonal skills – Essential
- Strong IT skills including Microsoft Excel and finance systems – Essential
- Professional, discreet and reliable – Essential
- Understanding of financial controls and audit requirements – Essential
- Solution-focused approach to problem solving – Essential

Expectations

Staff in all CDAT roles must be flexible and committed to continuous improvement. This includes adapting to evolving structures and systems as the trust grows and being actively involved in professional development. All staff are expected to:

- Promote the Christian values and ethos of CDAT
- Uphold Trust-wide policies, including safeguarding and equal opportunities

- Support effective communication and relationships within the Trust community
- Demonstrate integrity, professionalism and respect in all aspects of their work