



Stanton St. Quintin Primary School
Stanton St. Quintin, Nr Chippenham, Wiltshire SN14 6DQ
admin@stanton-st-quintin.wilts.sch.uk
(01666) 837602
Head Teacher: Karen Winterburn

Primary School Bursar and Site Manager Job Specification

Purpose of the job:

To manage the administrative, financial and premises management functions within the school. As a member of the Senior Leadership Team, report and advice on school finances.

Main Duties and Responsibilities:

- Prepare school budgets, including the provision of accurate estimates, forecasts and projections in conjunction with the Headteacher and Governors
- Manage the school budget and non-public funds to include income & expenditure, purchasing with best value frameworks.
- Maximising income generation in line with the schools ethos to include the management of external lettings.
- Monitor and control spending, prepare financial returns for the Headteacher, Governors, Local Authority and DfE.
- Liaise and negotiate with providers of goods and services and third party contractors, conducting regular reviews and challenge.
- Oversee risk management including ensuring all necessary risk assessments and statutory health and safety checks are in place and meet all audit requirements.
- Manage building projects, repairs and maintenance of work, school site Health & Safety and risk management.
- Manage all HR and personnel administration including safer recruitment procedures, leavers, payroll and the Single Central Record.
- Manage Administration staff, MDSA's, external contractors for grounds maintenance, catering and repairs and maintenance and IT technical staff.
- Lead and manage as Data Controller on the lawful basis for retaining personal data under the General Data Protection Act, taking direction from the DPO.
- Take responsibility for the personnel and pupil databases, ensuring they are maintained and all statutory returns are completed to required deadlines.
- Attend leadership meetings and contribute at a strategic level with regard to financial planning, resources, staffing, personnel, systems, marketing and site management. Contribute to the school improvement plan, including the school long-term strategy for the future development of the school.
- Attend, report and contribute to Finance and Premises items of the Full Governing Body meetings.