



Job description

Assistant Bursar – Full time all year round (not term time only)

An opportunity has arisen to join the Sevenoaks Prep team to take part in all aspects of the operational side of the business. We look for caring, friendly, hard-working team players who appreciate our nurturing ethos and Way of Life.

Job Purpose:

- Have safeguarding of children as their priority.
- To provide support to the Bursar in the following areas; financial, administration, IT, personnel/HR, estates management (including in particular Health and Safety)
- To manage the day to day operation of the accounting system making sure it is updated and maintained with accuracy and timeliness.
- To work alongside the School's administration team, acting as a point of contact for school enquiries either by telephone, email or face to face and to contribute to the smooth running and professionalism of the school.

Responsible to:

The Bursar

Key tasks and responsibilities

- To manage the day to day operation of the accounting system (SAGE) making sure it is updated and maintained with accuracy and timeliness. Reporting any anomalies or issues to the Bursar. Ensuring support is provided to the auditors at year end.
- To deputise for the Bursar in their absence, acting as an immediate interface for the Bursar with governors, staff, parents, other schools, suppliers and external organisations, maintaining confidentiality at all times.
- To supervise the Bursary Administration Assistant, delegating, training, mentoring and developing them to fully complete the bursary administration tasks, including school vehicle management activity.
- To assist the Bursar in the entire process of HR, from recruitment including relevant pre-employment checks (such as DBS, Health checks, internet checks) to ongoing maintenance and salaries.
- To work alongside the Bursar in the preparation of monthly salary information, with specific responsibility for the Teachers' pension administration. Ensure School is prepared for the annual audit of the Teacher Pension administration and prepare End

of Year Certificate alongside Auditors

- To prepare and produce the termly billing, working with the Bursar to discuss charging levels and individual items for resolution. If Prep participates in the Early Years funding produce and apply the relevant paperwork to ensure the correct funding is received.
- To manage third party bookings of school buildings/property.
- To be responsible for the management of school orders working with the Bursar to agree expenditure and order processing. Preparing suppliers for verification and payment.
- Foster positive and professional relationships with parents.
- Help produce annual meeting schedule of Governors and their various committees.
- Liaise with colleagues, working flexibly to support each other and working as a team.
- Take part in wider school events, plays, recitals, trips and fund raising activities that benefit the wider school community.
- Be an active member of the Prep's Health and Safety committee taking ownership of issues, including:-
 - fire risk assessments are completed
 - ensuring relevant training courses for the staff are undertaken and documented
 - Making sure teaching staff complete their risk assessments diligently and on time.
 - H&S checklists are managed by the relevant personnel, i.e. personal protection equipment, ladders checklist, machinery risk assessments and are held in the bursary
 - COSHH inventories are completed and reported to the bursary.
 - Being available to staff to offer guidance and support in H&S matters.
 - Liaise with Health and safety consultant re: Fire risk assessment and Health and safety policy
 - Produce agenda as well as chair and minute once termly Health and safety meetings
 - Update staff at weekly staff meeting on health and safety matters
 - Minibus maintenance and permit 19 operations and checks

Be responsible for certain data management activities including:

- Conduct housekeeping of the MIS database to ensure data accuracy and consistency
- Manage the yearly system roll-over, including the import of new users, timetable updates and class lists
- Manage and maintain school reports in the MIS
- Create and generate management reports and statistics as required
- Assist in the completion of any data census

Supporting the general running of the school through the following tasks:-

- Assisting office staff deputising for them when required.
- Supporting school with fund raising events.
- Escorting visitors, suppliers etc. on the school premises.
- Helping the teaching faculty book school trips and functions
- Acting as liaison for the cleaning and catering companies as required.

Personal Specification

- Have good organisational skills and be able to multi task to a high level.
- Able to use ICT effectively, particularly Excel
- Ideally have worked extensively with SAGE accounting software
- Have a confident, warm and welcoming manner
- Have a smart professional appearance
- Be able to take an active role in the promotion of the School and its aims and ethos
- Ability to act on initiative, to anticipate and react independently to solve problems and prioritise work
- Have patience, energy and enthusiasm
- Is confidential and discrete, operating with high standards of tact, diplomacy and discretion.

AH - 28/02/25