



Bursar's Role & Responsibilities

This list is not inclusive; in many areas the Bursar will be supported by the Director of Finance, the Director of Operations and the Human Resources Manager as indicated on the attached organisation chart.

Clerk to the Governors

- Acting as Clerk to the Governors and Secretary to various committees as necessary.
- Advising on general financial policy within the School, including salary scales and school fees.
- Preparing forecasts for the future financial performance of the School, usually over a period of five years.
- Monitoring income and expenditure in relation to budget and presenting regular management reports to the Governing Body.
- Keeping analyses of costs, KPIs and other statistical records.
- Advising on the financial implications of the charitable status of the School.
- Administering the School's various leases with the DPS Trust and Southwark Council, including the payment of rents and any other levies.
- Maintaining contact with and submitting returns to the statutory authorities and other organisations (Companies House, Charity Commission, etc.) as necessary.

The Bursar will take primary responsibility for the following aspects:

- Advising the Head on salary scales and relative remuneration.
- Management of the Central Employment Register.
- Acting as the Head's adviser on employment matters, including disciplinary procedures, and ensuring that the School has appropriate disciplinary and grievance procedures.
- Drawing up outline specifications for new buildings and alterations, obtaining tenders, planning permission, liaison with the School surveyor and contractors.
- Ensuring the timely submission of surveys and returns, for example the Independent Schools Council survey and DfE return.
- Identifying and pursuing initiatives to generate additional income.

Employment (with the HR Manager)

- Ensuring compliance with all relevant aspects of employment law including employment protection, equal pay, minimum wage, Working Time Directive or discrimination on the grounds of sex, race or disability.
- Ensuring that all relevant staff have contracts of employment and keeping the School's standard contracts up-to-date as new legislation takes effect.
- Managing the employment, terms and conditions of service, supervision and welfare of all non-teaching staff.

Finance and Accountancy (with the Director of Finance)

- Preparing annual estimates of income and expenditure to include the preparation of departmental budgets within the School, the latter in consultation with the Head or senior academic staff.



- Keeping the accounts of the School and preparing Statements of Financial Activity (SOFA) and balance sheets in accordance with the charities Statement of Recommended Practice (SORP).
- Maintaining cash flow projections for the current and future years.
- Co-ordination of cash management in consultation with the Secretary to the DPS Trust.
- Preparing pupils' bills and collecting all fees and extras.
- Payment of all salaries and wages, including PAYE, Superannuation and National Insurance Contributions and compliance with regulations for benefits in kind.
- Administering pension schemes for teaching and non-teaching staff.
- Scrutinising and passing for payment all invoices received in the School.
- Preparing financial appraisals of particular projects.
- Dealing with the School's rating assessments.
- Operation of an Advanced (Composition) Fees Scheme.
- Advising on scholarship and bursary funds and undertaking assessments of parents' income and assets, including home visits, prior to making bursary awards.
- Ensuring that the School has adequate insurance cover at all times to include employer's liability, buildings and equipment cover, personal accident, travel insurance and other relevant cover. Professional advice should invariably be sought, currently through Marsh.
- Overseeing the catering arrangements with Thomas Franks.
- Ensure that catering areas meet the requirements for hygiene and food safety.
- Overseeing the cleaning contract with Ridge Crest.
- Overseeing the management of the School Shop and the uniform shop arrangement with Direct Clothing.

Premises & General Management (with the Director of Operations)

General

- Formulating, monitoring and implementing the School's policy to comply with the requirements of health and safety legislation. In conjunction with the Director of Operations ensuring that risk assessments are carried out and monitoring health & safety procedures within the School, taking professional advice as required.
- Purchasing, either directly or through a purchasing group, all goods and services for the School.
- Arranging for staff accommodation and dealing with the letting of property to School employees and third parties; ensuring that the appropriate leases and licenses to occupy are signed by the tenants.
- Letting of School premises to outside organisations.
- Management and support of the AVP holiday activities programme.
- Acting as correspondent with the Department for Education (DfE) and being responsible for the records and returns required.
- Advising on and taking the appropriate physical security measures within the School for protection of both staff and pupils.
- Management of sports equipment and facilities.



- Monitoring the swimming pool and its plant, including the need to ensure that proper safety procedures are enforced, particularly during out-of-school hours and the holidays.
- Provision of minibuses and transport: compliance with the regulations for the operation of minibuses; driver training and assessments; servicing and vehicle inspection tests.
- Liaison with the Foundation Schools Coach Service.

School Buildings

- Maintenance of School buildings including the preparation of maintenance schedules and keeping of records.
- Managing the installation and maintenance of equipment for the detection, warning, protection and escape from fire and ensuring the necessary fire risk assessments are carried out.
- Maintenance and efficiency of the installations and plant for electricity and gas supply, heating, domestic hot water, water softening etc. Letting of energy supply contracts at competitive rates, either directly or through a purchasing group.
- Promotion of energy conservation.
- Managing the maintenance of the lighting and ventilation in all School buildings.

School Grounds

- Upkeep of playing fields, gardens, all weather surfaces and tennis courts.
- Land drainage.
- Maintenance of boundaries, fences, roads and rights of way.
- Monitoring the health and condition of trees on the School's sites.

Information technology (with the Head of Compliance)

- Provision of hardware (desktop & laptop computers, iPads, televisions, clocks, telephones etc).
- Installation of wireless network and maintenance of suitable security of access.
- Overseeing the supply of telephone services.
- Overseeing the supply of printing and reprographic facilities.