



FARNBOROUGH HILL
WHOLEHEARTEDLY

JOB DESCRIPTION

Bursar's Assistant

General

- To support the aims, values and ethos of the School and to contribute to the implementation of the School's Mission Statement.
- To support the Bursar and Facilities Manager together with general school administration.

Responsibilities include:

Support for Bursar

- Act as a first point of contact within the School for parents, staff, suppliers and others seeking contact with the Bursar, be that in person, by telephone or email.
- Monitor communications with parents, ensuring that all correspondence is dealt with in a timely manner.
- Support the Bursar in the administration of all Governing Body meetings, including meeting logistics, distributing papers and taking minutes.
- Assist with the regular update of policies and procedures related to support functions.
- Assist with the Bursar's diary, arranging appointments as appropriate.
- Ensure the maintenance of clear and effective filing, records and other systems.
- Manage the process of bursary applications and awards.
- In consultation with the Bursar, monitor, review and update the School's standard forms and recruitment templates.
- Liaise with the Senior Leadership Team (SLT) to review and update the School's Employment Handbook.

Support for Facilities Manager

- Assist with the scheduling of contractor visits and maintenance work.
- Lead on obtaining contractor compliance paperwork, including RAMS, insurance etc.
- Assist with facilities compliance record keeping eg legionella checks, accidents, near misses.
- Provide HR administrative support for the Facilities Manager in the recruitment of facilities support staff.
- Assist the Facilities Manager with the timely delivery of compliance and H&S training for the facilities staff and maintaining records.

Compliance

- Monitor and communicate changes in the Independent Schools Inspectorate (ISI) Regulatory Requirements, all other school related legislation (including Health and Safety) and non-regulatory guidance from the DfE.
- Support the School in implementing changes to the above, through the maintenance and development of appropriate policies and procedures.
- Manage the diary of Risk Assessment Reviews.

Administration and General

- Record support staff holiday under new legislation.
- Monitor the Bursary Door, greet and sign-in visitors.

Undertake any other reasonable task identified by the Bursar, Facilities Manager, or member of the Senior Leadership Team within the general scope of responsibility.

These key tasks are not intended to be exhaustive, but they highlight a number of major tasks that the post holder may be reasonably expected to undertake.