



JOB DESCRIPTION

JOB TITLE:	Bursary Secretary
REPORTS TO:	The Bursar and Clerk to the Governors
HOURS OF WORK:	35 per week – Full Year – Monday to Friday
SALARY:	£24,500- £26,200 pa (dependant on experience)

JOB PURPOSE:

To provide efficient and effective secretarial and administrative support to the Bursar, Director of Finance and Chief Operating Officer.

GENERAL SECRETARIAL

- Administrative assistance priority to the Bursar, but also the Director of Finance and Chief Operating Officer.
- Screening incoming calls for the Bursar.
- Diary Management – keeping an up to date diary, liaising with the Bursar over appointments and reminders.
- Placing purchase orders for the Bursar and monitoring progress and dealing with deliveries and contractors.

MEETINGS

- Act as the contact point for the Clerk to the Governing Board, coordinating paperwork and meeting arrangements for Committee Meetings.
- Provide secretarial support at Governors Committee Meetings by taking notes and producing draft minutes. This will involve approximately four early evenings per school term.
- Arrange and minute a variety of internal meetings.

FINANCE

- General Secretarial support and diary management and arranging appointments with parents.
- Management of the bursary application process and liaising with our supplier, BAL, to track applications and ensure deadlines are met.
- Day to day operational contact for the Bank and responsibility for processing of any forms to change contact details.
- Monitoring and acknowledging fees in advanced payments and sending out quotes and policy.
- Assist in the production of, and using of, departmental policies.
- Fee schedule collation.

COACH SYSTEM

- Day to day management of school coach system, including keeping up to date records on all transport routes, liaising with coach operators, School staff, Parents and pupils and producing sheets on extras and charges for transport, issuing bus passes and seating plans for coaches, issuing passes for non users when applicable.

SCHOOL VEHICLES

- Dealing with administration of School Vehicles – liaising with Bursar and relevant staff over tax, MOT, breakdown cover, congestion charge exemption and insurance arrangements for all School vehicles.
- Keeping records of authorised drivers of school vehicles and assisting with organising driving testing.

INSURANCE

- Dealing with insurance claims, collecting information, completing forms and sending to Insurers and other parties. Liaising over payments of claims.
- Collating all accident reports and sending to insurers termly.

TELEPHONE AND REPROGRAPHICS

- Liaising with external organisations with regard to telephone and mobile telephone systems, arranging for Engineers when any problems and organising any work to be carried out promptly as well as keeping all parties informed. Ordering new phones as required.
- Administrating issue of School mobile telephones to all staff.
- Producing up to date telephone lists for SMT and all School staff.
- Look after Bursary photocopier and maintain supplies for it, fill with toner and staples, call engineer and keep record of monthly usage – during holidays look after Common Room copier.

GENERAL

- Answering phone and fielding messages for the School on occasions having to find members of staff on site.
- Dealing with enquiries and providing adult presence in Medical Centre when required.
- Helping on Open Days.
- Dealing with enquiries and providing adult presence in Medical Centre when required.
- First contact for Contractors or Visitors when maintenance team are not around, directing them to relevant part of the School on occasions showing them around the School and issuing Visitor badges.
- Organising some social functions.
- To undertake any other reasonable related tasks as requested by the Bursar.

PERSON SPECIFICATION:

Essential:

1. A good level of knowledge of Word and Excel.
2. Have at least two years experience as a Secretary, including the taking of minutes at meetings.
3. Good telephone manner.
4. To work flexibly to meet changing needs.
5. Good record of attendance and punctuality.
6. Ability to work without direct supervision and own initiative and prioritise own workload.
7. Commitment to equal opportunities.

Desirable

1. Knowledge of a school/College environment.
2. Secretarial qualifications.