



# Dovecot Primary School

Grant Road, Dovecot, Liverpool. L14 0LH

Tel: 0151 259 4065

Email: [dovecot-ao@dovecot.liverpool.sch.uk](mailto:dovecot-ao@dovecot.liverpool.sch.uk)

Website: [www.dovecotprimary.co.uk](http://www.dovecotprimary.co.uk)

Headteacher: Mrs K Barr

*Learning together, growing together*

**Job Description: Bursar (Primary)**

**Grade:** Grade 6

**Role Purpose:** To provide an effective financial and administrative service that supports and enhances the daily operations of a primary school, ensuring all actions comply with Financial Regulations.

## Core Responsibilities and Tasks

### *Financial Management*

- **Budget Preparation:** Prepare financial proposals aligned with the School Development Plan to coordinate the annual budget for income and expenditure.
- **Monitoring & Reporting:** Maintain and monitor all budgets, presenting regular management reports to ensure efficient control of school finances.
- **Strategic Planning:** Prepare and implement business plans to ensure the high-standard strategic development of the school.
- **Compliance:** Implement and maintain processes to ensure the school complies with all statutory requirements from the DCSF, Local Authority (LA), Governing Body, and other agencies.
- **Procurement:** Negotiate contracts and tenders to guarantee the most efficient use of resources and consistently achieve best value for money.

### *Personnel & Administration*

- **Process Control:** Manage all personnel processes, ensuring documentation is accurately completed and submitted to relevant departments in line with school policy and legal requirements.
- **Staff Supervision:** Supervise administrative support staff, including conducting performance appraisals and identifying developmental training needs to maintain an efficient service for the school community.

### *Advisory Support*

- **Consultation:** Support the Headteacher in an administrative and consultative capacity regarding Finance, Personnel, and general administration.
- **Informed Decision Making:** Provide timely, accurate, and objective information to the Headteacher and Governing Body to assist in school decision-making.



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## Person Specification

### Qualifications & Experience

- **Professional Qualification:** Must hold an appropriate financial or accounting qualification, or a proven equivalent.
- **Technical Proficiency:** Must be computer literate with up-to-date knowledge of current hardware and software packages.
- **Practical Experience:** Demonstrated experience in setting up and managing databases, spreadsheets, and word-processing documents.

### Skills & Knowledge

- **Financial Acumen:** Knowledge of financial regulations and the ability to manage complex budgets of income and expenditure.
- **Strategic Thinking:** Ability to develop business plans and financial proposals that support long-term school development.
- **Leadership:** Ability to supervise and develop a team of administrative staff through performance management and training.
- **Communication:** Capable of providing objective, informed views to senior leadership and external agencies.

### The Ideal Candidate Will Have

- An appropriate financial or accounting qualification, or equivalent relevant experience
- Strong financial management and budgeting experience, ideally within a school or similar environment
- Excellent ICT skills, including experience using spreadsheets, databases and word processing software
- The ability to work accurately, confidentially and to deadlines
- Strong communication and interpersonal skills, with the confidence to advise senior leaders
- Experience of supervising or line-managing staff (desirable)

### We Offer

- A friendly and supportive school community
- Flexible working within a term-time-only contract
- The opportunity to play a vital role in the success and sustainability of the school

**Dovecot Primary School is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be subject to appropriate safeguarding checks, including an enhanced DBS check.**