

Candidate Specification Bursar's Assistant (HR & Compliance)



EDGE



GROVE

#WHEREINQUISITIVEMINDSFLOURISH



Dear Applicant,

Thank you for your interest in the role of Bursar's Assistant (HR, Compliance and Administration) at Edge Grove. This is a full-time position to start as soon as possible.

We seek to employ a motivated and proactive self-starter, with excellent administration skills, to support the Bursar and Finance Team to ensure the efficient and effective running of the business of the school.

The successful candidate will demonstrate outstanding organisational and communication skills. They will be able to multi task effectively in a busy and demanding environment. They will have a high level of emotional intelligence, being able to work effectively with all stakeholders at all times.

The job description which follows identifies the scope of the role, including the breadth of activities and person specifications.

Inspiring children are at the centre of Edge Grove and the School provides them with the space to enjoy their school days, to feel a sense of genuine belonging and pride and to develop their own unique character and creativity. Through this, they have fun, collaborate with others and learn life skills which prepare them to thrive through the next stages of their education, fulfil influential roles in society and lead balanced and fulfilling lives.

If the words above strike a chord and you would like to play an influential part in the School's support team, please read on!

I hope that this document provides you with all of the information that you need about the role. If you have any further questions, please do not hesitate to contact the Bursar or refer to the School website at www.edgegrove.com

With best wishes,

Yours,

Ed Balfour

Head (Elect)

The Role

To support the Bursar in the day-to-day management of her job and realisation of the School's aims. The Bursar is responsible for all of the School's support operations, having oversight of all aspects of estates, premises, finances, human resources, commercial activity, information services and community relations. The Bursar acts as the Clerk to the Governors, is the School's Safety Officer and is responsible for Data Protection within the School.

The Bursar's Assistant will work closely with the Bursar, will form an active and integral part of the School's finance and administrative teams and will have extensive involvement with the wider teaching and support staff groups throughout the School. The principal areas of activity may be summarised according to the following headings:

MAIN RESPONSIBILITIES

Daily support for the Bursar

- Work closely with the Bursar through a weekly review of activity. Draft correspondence, maintain accurate and comprehensive records and liaise and cooperate with other support staff;
- To be the first point of contact when the Bursar is absent from the school, assisting staff on matters relating to health & safety, HR, estate management, referring to relevant heads of departments where necessary;
- Monitor internal/external deadlines so that sufficient time is available for the production of papers for Governors' meetings, project work and external deadlines, eg. Census;
- Arrange and minute a variety of internal meetings including the Health & Safety Committee and Disability Review Committee;
- Act as the contact point for the Clerk to the Governing Board, coordinating paperwork and meeting arrangements for Board and Committee meetings, attend and minute meetings as agreed with the Bursar;
- Manage his/her own portfolio of activity and correspondence, keeping the Bursar informed;
- Liaise as necessary with members of the wider bursary team – administration, finance and fees administration, providing assistance and information as required.

Compliance

- Work closely with the SLT, taking account of the ISI documentation guidance, to ensure that the School is always ready for an Inspection and provide a termly report to SLT on the status;
- Ensure that the annual censuses are compiled and returned on time;
- As directed by the Bursar, undertake project management in relation to new legal requirements that impact on the school, ie changes to data protection, health & safety, inspection, employment;

Human Resources

- Ensure that all staff are informed and consulted with as appropriate regarding changes or requirements;
- Retain the confidential and sensitive nature of all employee issues, in consultation with HR Advisor;
- Maintain and update staff records, in consultation with HR Advisor, in accordance with school policy;
- Support the HR Advisor with in-house HR support to all staff;
- Ensure all newly appointed staff are successfully inducted, draw up induction programmes and monitor all statutory and regulatory paperwork;

- Ensure all staff maintain appropriate levels of safeguarding and compliance training and development and that records are kept up to date;
- Support major organisational HR initiatives, projects and programmes;
- Analyse data, prepare reports and make recommendations on a variety of HR issues, as directed by the Bursar or HR Advisor;
- Ensure compliance with the ISI Regulatory Requirements, with particular emphasis on Part 4 (Suitability of Staff) and the maintenance and updating of the Single Central Record;

Health & Safety

- Safety records - Keep up to date and accurate records, files and retrieval systems of an appropriate nature. Generally, act as the Health & Safety coordinator in support of the Bursar and in consultation with the Estates Manager;
- Minute the termly Health & Safety Committee meetings;
- Pursue issues arising from Health and Safety committee meetings, termly Health & Safety checklists or otherwise;

School Policies

- Responsible for the co-ordination of the updating and publication in all appropriate formats of all school policies and employment manual; maintain and disseminate all Independent Schools Inspectorate updates and revised inspection documentation as necessary; keeping the Head, Bursar and SLT aware of all appropriate developments.
- Maintenance and updating of the School's details with DfE, ISI and appropriate authorities.

School Assets

- Assist the Bursar in communicating with the local authority, landlord(s), utilities companies and maintenance department in respect of school property;
- Maintain School licences, permits and memberships and associations as needed.

Financial

- Assist with the administration and management of applications for or renewals of financial assistance and bursaries; done by Bursar and finance office;
- Assist with the administration and management of all scholarship awards and any other financial discounts;
- Assist the Finance Manager when required, as directed by the Bursar.

Insurances

- Monitoring of the School's insurance policies;
- Administer to conclusion any School insurance claims;
- Manage periodic insurance inspections, loss adjuster visits and ensure that the School meets routine statutory obligations connected with insurances.

School vehicles

- Administer vehicle insurances, congestion charge certificates and licencing;
- Keep servicing and maintenance records;
- Log all staff driving licences and undertake annual check of DVLA records.

General

- Carry out such other duties within the post holder's capabilities as may be reasonably requested from time to time.

Professional Responsibilities

- Support the School in its aims and objectives;
- Promote the overall ethos and life of the school;
- Set high expectations in terms of professionalism, punctuality and commitment;
- Dress in a way that is commensurate with the School working environment;
- Attend inset, team and staff meetings as required;
- Undertake appropriate training as required by the School.

Personal Specification (Knowledge, Skills & Attributes)

Essential requirements for the role:

- Ability to work in a way which promotes the health, safety and well-being of children;
- Excellent speaking, listening, reading and writing skills, interpersonal and public, with all stakeholders;
- Personable, supportive, able to motivate others and work as a member of a team;
- Outstanding administrative, organisational and systems management skills;
- Strong IT skills - Microsoft Office and Google workspace;
- Decisive and confident in organisational management;
- Possessing the capacity to analyse and improve systems;
- Stamina and resilience;
- Tact and discretion.

Desirable for the Role

- Administration qualification;
- Experience in working in a school or similar environment;
- Experience in HR systems and Compliance;

Safeguarding

Edge Grove School is committed to safeguarding and promoting the welfare of children and requires all of its applicants for employment both to complete a Staff Application Form and to produce original documentation of certificates and degree qualifications. The School will undertake an enhanced DBS clearance check for the successful candidate. All staff members at the School are expected to fulfil their obligations and responsibilities in safeguarding, and in promoting the welfare of children.

The School reserves the right to review and change this job description according to its needs.

Salary and Benefits

Edge Grove offers its staff attractive salaries and pay progression compared to the wider education sector. We reward experience and responsibility and will discuss the salary for this position with candidates at interview.

Other benefits include:

- ❖ Access to a group personal pension scheme. This is a contributory scheme, into which you may, subject to legislation, elect to pay any percentage of your salary, the School will contribute matched funding up to a maximum of 7.5% of your basic salary;
- ❖ Access to the Edge Grove Pension with Nest should you not wish to be enrolled in the group personal pension scheme;
- ❖ Life Assurance Cover which provides death in service cover up to 5x your annual salary;

- ❖ Free school lunch and refreshments during term time whilst the kitchen is operating;
- ❖ Parking on site in designated areas on the site at no cost, although all vehicles are parked at the driver's risk;
- ❖ Access to an Employee Assistance Programme;
- ❖ Cycle to Work Scheme.

Terms and Conditions

- ✓ All appointments are subject to an enhanced check with the Disclosure and Barring Service and at least two references from past employers, including any school employment during your career. Support staff appointments are subject to a probation period of six months and during this, notice is eight weeks on both sides.
- ✓ All staff comply with the School's Child Protection and Safeguarding Policy.
- ✓ All staff are expected to set an example to pupils and should dress appropriately at all times.
- ✓ The School operates a no smoking and no vaping policy.
- ✓ The School takes its obligations under the Health & Safety at Work Act seriously and the post holder requires all staff to comply with all aspects of the School's Health & Safety Policy, particularly in relation to safe working practices.
- ✓ All staff must keep up to date with the School's current policies and posted on the staff shared drives.
- ✓ The School reserves the right, for operational reasons, to transfer you to alternative duties. For this reason, it is a condition of employment that you are willing to do so, if requested, from time to time.

Data Protection

The School collects personal data during the recruitment process, which, it will add to the successful candidate's employment record. The School will retain application information on unsuccessful candidates for six months after the completion of the recruitment process; after this, it will securely destroy it. For further information on how we use your information and who we may share it with, please refer to the Staff Data Protection Privacy Notice which is available on our website.

Recruitment and Selection

Edge Grove School Trust Limited is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. All applicants must be willing to undergo child protection screening. This post is exempt from the Rehabilitation of Offenders Act 1974. Pre-employment checks will be carried out, references sought and the successful candidates will be subject to an Enhanced DBS check and other relevant checks with statutory bodies.

We comply with the Disclosure & Barring Service (DBS) code of practice and have a written policy on the recruitment of ex-offenders as part of our Recruitment, Selection and Disclosures Policy. If you are shortlisted, you will be required to declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers, and employers cannot take these offences into account. Guidance will be provided when you are invited to interview.

The full policy on Recruitment, Selection and Disclosure is available on our website and should be read before making your application.

Please complete an application form which can be found on the About Us / Job Vacancies page on our

website www.edgegrove.com. Please email the completed form and accompanying letter addressed to the Head, to hr@edgegrove.com. Applications must arrive prior to the closing date and time. CVs will not be accepted.

Please refer to the 'Notes for Applicants' page in the application for employment and ensure that you are aware of your responsibilities relating to the declaration of criminal convictions and cautions for a position within the School.

Please note that due to the volume of applications we receive, we are unable to provide individual feedback except to those candidates who are invited to interview.

The School is committed to being an equal opportunities employer. To enable us to make any reasonable adjustments please let us know at application stage if you have any special requirements.

To arrange an informal visit to the School or to discuss the role in confidence, please contact the Bursar via hr@edgegrove.com or 01923 855724.

Closing date for applications:

5pm Friday 9th December 2022



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