



**Job Description and Person Specification**  
**Bursar's Assistant (Full time)**

Working directly to, and closely with, the Bursar, the Bursar's Assistant is responsible for:

*Personal Assistant and Office Manager:*

- Providing strictly private and confidential support and assistance to the Bursar, facilitating his ability to lead the Bursarial Department.
- Diary management and co-ordination.
- Management and preparation of routine correspondence, both inward and outward.
- Acting as first point-of-contact for callers and visitors to the Bursar.
- Record keeping and information management.
- Convening meetings, producing agendas and writing minutes.

*Human Resources Administrator:*

- Maintenance of the Single Central Register.
- Maintenance of accurate personnel files and records.
- Oversight of the recruitment process for all staff, in line with Safer Recruitment guidelines.
- Production of draft contracts and HR correspondence.
- To arrange and attend disciplinary, capability and/or grievance meetings including acting as a note-taker.
- Co-ordination of annual performance appraisals for all staff.
- Liaising as appropriate with external agencies such as recruitment agencies and the school's solicitor.

*Departmental Co-ordinator:*

- Co-ordination of Bursarial Department activities and personnel in support of school events and activities. EG: Open Days; leave management; performance appraisals.
- Oversight of Bursarial Department processes for the management of leave.
- Maintenance of bring-forward records.

*Subject to further discussion with candidates, the role may also offer opportunities within the school's Commercial and Compliance activities such as:*

- Administration for the school's lettings, both residential and non-residential.
- Administration for the school's staff accommodation.
- Administration for the school's motor transport.
- Bespoke projects/responsibilities.

The Bursar's Assistant is expected to:

<ul style="list-style-type: none"><li>• Be discrete, trustworthy and flexible: be willing and resilient in embracing the dynamic environment of a school.</li></ul>
<ul style="list-style-type: none"><li>• Work as part of a team, liaising and collaborating with Governors, teachers and other members of staff, as well as individuals and agencies external to the school.</li></ul>
<ul style="list-style-type: none"><li>• Be able to represent the school and the Bursar in an impeccable manner in dealings with parents, visitors and other stakeholders.</li></ul>
<ul style="list-style-type: none"><li>• Be an effective communicator and possess excellent IT skills.</li></ul>
<ul style="list-style-type: none"><li>• Be highly organized, accurate, and logical; capable of prioritising but also of shifting focus rapidly as priorities change.</li></ul>
<ul style="list-style-type: none"><li>• Have initiative and energy, professional curiosity, and to strive for continuous improvement in processes and systems.</li></ul>
<ul style="list-style-type: none"><li>• Have previous experience in a school environment (this is desirable, but not essential).</li></ul>

**May 2018**

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We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff to share this commitment. This post will be subject to an enhanced DBS check.

Registered Charity No: 312038