



Job Description and Person Specification
Bursary Assistant (Part time)

Reporting to the Bursar and working closely with the Estate & Facilities Manager.

Purpose of the Job:

To provide administrative support to the Bursar and to develop and maintain a profitable commercial events and lettings business on a year-round basis, utilising the school's accommodation (halls, classroom and other appropriate buildings), catering, leisure and sport, music, drama and IT facilities.

To oversee and coordinate the day to day schedule and routing of the school bus services.

Administrative Tasks:

- To assist with general administration and organisation of the Bursary function with a focus on the Estates and Facilities provision;
- Respond to correspondence, written and electronic as appropriate;
- Assist with additional administrative tasks in line with the role on a needs basis.

Lettings Co-ordinator:

- To actively promote and market the schools lettings;
- In liaison with the Bursar, establish and regularly review school lettings policy / terms and conditions of hire / lettings contracts / rates of hire;
- To plan and coordinate a flexible programme of recurring and one-off lets to ensure optimum use of facilities and maximum financial return for the school, with particular emphasis on summer lets;
- To liaise with prospective hirers and assess requirements and suitability;
- Ensure that all preparations required prior to hosting external lets are planned and executed in a timely manner and are co-ordinated and communicated to school staff / departments;
- To determine needs and ensure the appropriate deployment of additional staff / resources to support lettings activities and to liaise with third party contractors if needed.
- To act as point of contact for all clients and internal staff for the duration of lets and resolve any issues that may arise in cooperation with the Estates and Facilities Manager.
- To ensure all appropriate insurances and licences, including but not limited to public liability, civil and religious weddings and alcohol, are in place for all events and activities.
- To ensure proper and accurate records are kept of each let, including financial and contractual details
- To work with the finance team to ensure that hirers are invoiced correctly, and that payments from hirers are received promptly
- To ensure, in tandem with the Estate & Facilities, that all lets adhere to relevant statutory requirements including health and safety, risk assessments, child protection, confidentiality and data protection legislation.

Residential Lettings;

- Assist with the administration for the school's staff accommodation;
- Manage staff accommodation moves, coordinating departure and arrival dates;
- Ensure all staff have up to date Licence to Occupy.

School Buses;

- Be the first point of contact for external bus companies and build a good working relationship with them;
- Liaise with School minibus drivers as appropriate;
- Responsible for producing the bus manifesto each term and pupils' bus passes;
- Manage the pupil bus lists liaising with the School Office for up to date schedules;
- Determine the best routes in conjunction with pupil demand and provider availability;
- Correspond with parents and the School Fees Administrator with regard to charging and any queries over charges.

The Bursary Administrator is expected to:

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

JANUARY 2019

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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