



PART TIME BURSARY ADMINISTRATOR

Reporting to the Bursar

Job Description

The Bursary Administrator is a newly created role within the Bursary team to provide part time administrative support to the Bursar and her team.

The successful applicant should have considerable administrative and financial experience, excellent computer skills, especially in word processing and spreadsheets. Excellent interpersonal qualities and sense of humour are needed for this important new role. The ability to work on your own initiative and under pressure, is essential.

Job Responsibilities

The successful applicant will be required to carry out the following duties:

- Day to day administration of ParentPay and the School Shop, the online payment portal
- Day to day administration of school transport. Liaising with our external coach provider for example route changes, seating plans and production of bus lists each afternoon trips.
- Assisting the Accounts Assistant with invoices, purchase orders, delivery notes and payments.
- Assist where required with fee invoicing, parent correspondence and fee billing queries using the financial accounts package OASIS.
- Assist IT Technician with the updating of the Fixed Asset Register.
- Ordering of supplies where needed.
- Handling general queries for the Bursary
- Organise and facilitate routine visits for Premise Team to ensure compliance with regulations and best practice
- Coordinate school minibus bookings and issuing of keys.
- Manage, schedule and maintain an accurate record of maintenance and repair to School minibuses
- Maintain a list of minibus driver details including annual driver checks
- Provide cover for Bursary staff as required during absences
- Carry out any other reasonable duties required by the Bursar or her team.

Other

- To act as Fire Marshal and First Aider as required. Training will be provided.
- Any other reasonable tasks required by the Bursar in association with the above role.



Person Specification

The successful candidate will demonstrate the following essential skills, experience and qualifications:

- Numerate with some knowledge of double entry book keeping
- Previous high-level administration experience in a busy office environment
- The ability to work on their own initiative
- Excellent IT skills across the MS Office Suite in particular Excel
- Prior knowledge of ParentPay would be desirable
- Prior knowledge of OASIS would be desirable
- Excellent written and oral English
- Meticulous attention to detail.
- Demonstrated ability to work as part of a team
- A smart appearance, professional and polite demeanour and excellent communication skills
- An excellent telephone manner and ability to deal confidently with enquiries
- The ability to alter communication style and tone to various situations
- An enthusiastic, 'can do' approach and commitment to Halliford School's ethos and aims
- The ability to prioritise and complete work independently
- The flexibility to adapt to ever-changing priorities
- A willingness to assist and deal confidently with colleagues
- Awareness of the importance of data security and confidentiality

Please note that there may be some changes and additions to the above. This document is designed to provide applicants with a guide to the position and responsibilities and is not necessarily comprehensive, however, the employee may be called upon to perform other tasks as directed by the Bursar.