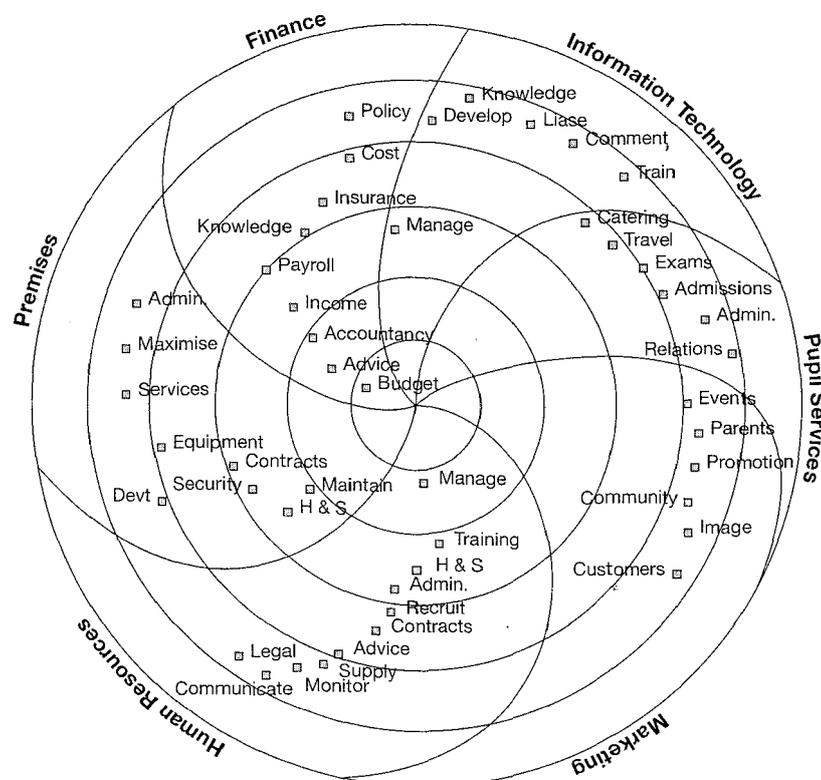


## Bursars' expected roles: an overview

Source: O'Sullivan, F., Thody, A. and Wood, E. (2000), *From Bursar to School Business Manager*, Pearson Education Limited.

The Figure below illustrates the six major responsibilities of bursars found in the job descriptions. The areas of responsibility referred to most often were financial, personnel and premises management as evidenced by the number of headings. The less often cited represent the more recent responsibilities of ICT, direct pupil services and marketing. Within each area of responsibility, the activities most frequently carried out by bursars are nearest to the centre of the chart and include budget setting and analysis, providing financial advice, accountancy and managing support staff. Those areas mentioned least often are at the edge of the chart. Some activities, such as health and safety, negotiating contracts and advising staff and governors occurred within more than one area of responsibility. This chart can be used to compare expectations of bursarship within your own school with those recorded here.



Note: Items cited most frequently are closest to the centre.

Figure 3.1 Bursars' responsibilities and activities