

1. Bursar – Basic Functions

Functions	Advantages if done by Bursars	Gains to Heads/Others
1.1 Budgets/Monitoring/ Financial Reports/Payroll	Professional expertise/ Experience/Accuracy/ Speed/Able to set up local networks to problem solve/Able to choose appropriate systems	Not doing tasks without necessary skills/ Confidence/Best systems & processes for tasks/Able to use bursar to inform local decision making
1.2 Cash Management	Experience/Ability to earn interest from surplus balances	Peace of mind/Extra cash/Good audit reports
1.3 Securing funds to which school is entitled	Dedicated role increases know-how & familiarity with funding system/Uses knowledge and networks to increase awareness of funding opportunities	Decreases chances of funding going astray
Functions	Advantages if done by Bursars	Gains to Heads/Others
1.4 Recruiting and Managing Support Staff	Leadership/Knowledge of local job market/Better coaching & development/Ensure school's systems meet legal requirements	More coherent staff management/Maximising support staff contribution/Reduce possibility of employment related disputes
1.5 Basic Premises Management	Experience/Understanding of Funding Options/Ability to manage contracts/ Understands options and implications of each	Better able to make informed decisions
1.6 Health and Safety Management	Understanding of relevant Health and Safety legislation	Up to date knowledge of school Health and Safety responsibilities

2. Bursar – Intermediate Functions

Functions (additional to Basic Functions)	Advantages if done by Bursars	Gains to Heads/Others
2.1 Securing bid-based competitive funds	Understanding bidding system/Contacts/Fluent in “resource language”	More money & other resources/Strategic input/Time saved by delegating detail
2.2 Services contract management (catering/cleaning etc)	Commercial hard-headedness/Ability to handle contractors/ Knowledge of law	Better quality services/Value for money/ Peace of mind/No need for day-to-day involvement
2.3 Insurance (inc. supply teacher cover)	Knowledge of insurers & insurance products/Ability to identify right package for school	Value for money/ Insurance package fit for purpose/ Peace of mind
2.4 All staff employment contracts, admin for teacher recruitment	Knowledge of employment law/Effective vacancy ads/Administrative efficiency	More effective recruitment/More efficient administration of teacher contracts/Shows school in a good light for would-be staff and gives existing staff confidence
2.5 Maximising lettings income from out-of-school hours use of facilities	Commercial flair/Knows health and safety regs etc/Can deal with partners & contractors	More income/No need for day-to-day involvement/Fewer problems and concerns
2.6 Premises strategy, services and contracts management	Know-how/Understanding of funding system and DfES guidance/Ability to handle contractors	Sound and fundable capital strategy (inc. Asset Management Plan)/Value for money

Functions (additional to Basic Functions)	Advantages if done by Bursars	Gains to Heads/Others
2.7 Risk Assessment and hazard identification	Knowledge of Risk Assessment tools and Health and Safety procedures established/updated	Robust Health and Safety policy and procedures that comply with legislation
2.8 ICT manager (Purchasing/contract management/Liaison with LEA/DfES/feeder schools)	Dedicated role/Familiarity with ICT products/Can develop and deliver whole-school ICT strategy	ICT needs for curriculum & school admin met/Cost savings/Avoid buying the wrong ICT kit

3. Bursar – Advanced Functions

Functions (additional to Basic and Intermediate Functions)	Advantages if done by Bursars	Gains to Heads/Others
3.1 Securing sponsorship funding	Commercial flair/Range of contacts/Articulate ambassador	Increased resources inc. matched funding/Raised school profile
3.2 Advice on employment law issues	Knowledge of employment law/Experience of similar issues/Keeping abreast of new legislation	Informed advice/Less need for lawyers' input and fees
3.3 Implement Risk Management and loss prevention strategies	Can negotiate 'best deal' to reduce insurance costs	Less burden for heads and reduction in costs
3.4 Advice to head/governors on admissions	Can deal efficiently with admin processes/Can develop admissions strategy	Coherent admission arrangements/Less burdens for heads
3.5 Relationship management (teachers/support staff)	Can act as "bridge" and facilitate closer working	More harmonious working/Increased standards
3.6 Promoting school to parents, partners and local community	Can promote school and raise profile with different audiences/Articulate ambassador/Liaise with local businesses (fund raising, vocational experience for students, joint projects etc)	Less burdens for heads/School better known and supported