Ref. BURSAR Post (Adv. May 2025)

**BALLYMENA ACADEMY**



*Ballymena Academy Cares for the Individual and Inspires*

*Learning and Achievement*

Ballymena Academy, established in 1828, is a successful and forward-looking, co-educational, non-denominational Voluntary Grammar School with an enrolment number of 1200 pupils. The Board of Governors is the employing authority and the school is funded directly by the Department of Education. There are over 80 members of the teaching staff and additional appropriate support staff.

The school is committed to the pursuit of excellence in a learning environment which is always welcoming, caring and inspiring. It has earned its reputation for high standards of academic attainment, with our young people achieving excellent examination results which are well in excess of N.I. Grammar School averages at GCSE and ‘A’ Level. The school is placed regularly in the top 100 state schools in the U.K. in the Sunday Times Good Schools’ Guide. Such academic strength is built on a caring ethos, recognised pastoral strengths and a commitment to self-evaluation and continuous improvement. The school was the first school in Northern Ireland to receive the Prospects Gold Standard Award for excellence in Careers Education, Information and Guidance and subsequently has received re-accreditation at the Gold Level. Since June 2021, the school has been recognised as a “Take 5” school, one of a small number in N.I., having demonstrated that the “Take 5 Steps to Well-being” message has been embedded into the school culture. The focus is to realise the Mission Statement: ‘Ballymena Academy Cares for the Individual and Inspires Learning and Achievement’.

In the most recent Full Inspection of the school, School Inspectors commented positively on aspects of the school such as:-

* the encouragement and assistance given by staff to support learning
* pupils’ motivation, maturity and engagement
* the high standards attained by pupils at GCSE and GCE
* the staying-on rates from Year 12 to Year 13, and from Year 13 to Year 14, as well as the progression to

further and higher education

* the provision of a broad and balanced curriculum at all Key Stages
* the extensive co-curricular programme

The caring ethos is evident in the support provided by a dedicated staff, and the insistence that respect for the individual and care for the well-being of each pupil are at the heart of this school community in which there is a strong emphasis on co-curricular involvement. ‘Learning’ is broadly interpreted to include the various subjects and co-curricular activities, developing skills relevant to adult and working life and enabling young people to acquire knowledge and understanding to make decisions about educational and employment pathways.

The school, in common with all selective schools in N.I., is now using the assessment provided by the Schools’ Entrance Assessment Group (SEAG) in its admissions process. As with all other post-primary schools, Ballymena Academy is living through a period of significant financial austerity, seeking to uphold high standards whilst planning for a future that will be characterised by further change. The determination is that the quality of the educational service provided will not be impaired.

Ballymena Academy has recently been named on the list of schools to benefit from a Major Works Programme which will result in a significant upgrade of our facilities. The buildings are effectively maintained, however, and will continue to provide serviceable accommodation in the interim; additionally, the school has undertaken some self-funded capital development projects including the construction of a fitness suite, floodlit multi-use synthetic surfaces and an additional ICT Suite, which was opened in 2024. There have also been a number of successful school-based initiatives, relating to curriculum and staff development. As a consequence, as it approaches its bicentenary in 2028, the school is exceptionally well-positioned to continue to provide a safe, caring and creative environment in which pupils can enjoy their education, achieve their potential and equip themselves to meet the needs of an ever-changing society.

Detailed information about the school can be found on the school website [www.ballymenaacademy.org.uk](http://www.ballymenaacademy.org.uk) including a comprehensive review of school activities in the school magazine “The Braid” and the Board of Governors’ Annual Report to Parents

**INFORMATION ABOUT THE POST OF BURSAR**

The Board of Governors seeks applications from highly motivated and enthusiastic individuals with strong interpersonal skills for the post of Bursar which will become available from **1st September, 2025.**

The post is a key one and the successful applicant will be expected to contribute fully to the leadership and direction of the school.

**BALLYMENA ACADEMY**

**BURSAR**

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| **Job Title:** | Bursar |
| **Reporting to:** | The Principal and the Board of Governors |
| **Status:** | This post, which will be available from 1st September, 2025, will require a minimum of three days per week, although this should not preclude applicants who wish a full-time position from applying.  The presence of the Bursar may be required on a number of school occasions outside of the hours of work, including occasional Saturday mornings. As the post is 52 weeks per year, it will involve work outside term-time. |
| **Salary:** | The salary will be negotiable and will be based on qualifications and experience. Progress will be subject to satisfactory completion of an annual appraisal. There will be a probationary period of six months from the commencement of employment. |
| **Terms and**  **Conditions:** | Appointment is made subject to the understanding that the post-holder continues to fulfil the role, discharge the responsibilities and carry out the key tasks to an acceptable standard. |
| **Role:** | * Ensuring the efficient and effective financial management of the school, including the strategic use of resources. * Leading and managing the non-teaching staff and non-teaching operations. * Promoting the highest standards of business ethos within the school. |

**Responsibilities:**

The Bursar will focus on development in two key areas:-

* Finance
* Corporate Services

**Post Description – Key Tasks:**

The following list is not definitive, nor should it be allowed to restrict the post holder’s initiative or to inhibit a proactive approach. All responsibilities and key tasks are subject to review and amendment. The content of this Job Description may also be altered in light of the changing needs of the school and young people. It is important that the post holder shows flexibility and a willingness to adapt and to carry out such other reasonable related tasks as the Principal may from time-to-time require.

1. **Finance**

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|  | 1.1 | Advise the Principal and Board of Governors on general financial policy in the school; |
|  | 1.2 | Take responsibility for the preparation of the school’s accounts, monitoring income and expenditure (including departmental budgets, in consultation with senior academic staff), and presenting regular management accounts and forecasts to the governing body; |
|  | 1.3 | Maintain and promulgate a culture of strong financial control within the school; |
|  | 1.4 | Identify and prepare financial appraisals of value for money initiatives, including procurement, efficient use of resources and improved productivity of support services; |
|  | 1.5 | Provide all required information and documentation for external and internal audits, liaise with auditors, and ensure the completion of audits on a timely basis; |
|  | 1.6 | Maintain professional relations with outside agencies, including the Department of Education (DENI) and EANI, and submit all statutory documentation within the required timeframes (to include Annual Statements of Accounts, VAT Returns and applications for grants); |
|  | 1.7 | Build an external network with other relevant bodies, such as the Bursars’ Association and the Bursars and Clerks of other Voluntary Schools, to broaden perspectives and insights into school finances; |
|  | 1.8 | Have lead responsibility for the payment of salaries and the administration of pension schemes for all teaching and non-teaching staff; |
|  | 1.9 | Oversee the payment of all invoices and the reconciliation of key ledger accounts; |
|  | 1.10 | Manage the school’s catering operation, through the Canteen Manager, including the supervision of the performance of the canteen and the administration of Free School Meals (FSME) arrangements; |
|  | 1.11 | Maintain and update as necessary the school’s Financial Procedures Manual; |
|  | 1.12 | Have responsibility for Capital Works, including payments to suppliers and contributions from EANI; |
|  | 1.13 | Advise on the financial implications of the charitable status of the school, and prepare and submit Gift Aid claims to HMRC; and, in due course, (post registration with Charity Commission NI), prepare Statements of Financial Activity (SOFA) and balance sheets in accordance with the charities Statement of Recommended Practice (SORP); |
|  | 1.14 | Identify opportunities for raising revenue and oversee income-generating and fundraising initiatives; |
|  | 1.15 | Work closely with the Maintenance Officer in relation to premises issues. |
|  | 1.16 | Work closely with the Fundraising Manager and School Shop Manager and monitor their work. |

1. **Corporate Services**

The person appointed will -

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|  | 2.1 | Support the Principal in delivery of the School Development Plan; |
|  | 2.2 | Develop and maintain the Risk Register for the School; |
|  | 2.3 | Liaise with the school’s legal advisers in matters of employment law and ensure compliance with all relevant aspects of relevant legislation, including employment protection, equal pay, minimum wage, working time directive and legislation on discrimination on the grounds of gender, race, religion or disability; |
|  | 2.4 | Assist the Principal on employment matters, including disciplinary procedures, and ensure that the school has appropriate procedures in place; |
|  | 2.5 | Ensure that all relevant staff have contracts of employment, and keep the school’s standard contracts up-to-date as new legislation takes effect; |
|  | 2.6 | Manage the employment, terms and conditions of service, supervision and welfare of all teaching and non-teaching staff, as appropriate; |
|  | 2.7 | Maintain a high priority health and safety culture within the school, including the formulation, monitoring and implementation of the school’s policy to comply with the requirements of health and safety legislation; |
|  | 2.8 | Ensure that the school has adequate insurance cover at all times on the basis of appropriate professional advice; |
|  | 2.9 | Liaise with the Senior Teacher with responsibility for policy development to ensure that school policies are regularly reviewed and updated; |
|  | 2.10 | Oversee purchases, either directly or through a purchasing group, of all goods and services for the school; |
|  | 2.11 | Oversee the letting of school premises to outside organisations in accordance with guidance issued by DENI; |
|  | 2.12 | Ensure compliance with all data protection requirements, keeping records in accordance with the school’s record retention schedule; |
|  | 2.13 | Ensure maintenance of the “Register of Items” inventory; |
|  | 2.14 | Oversee the School ICT environment, including liaison with C2k; |
|  | 2.15 | The person appointed will manage the Maintenance Officer and Canteen Supervisor ensuring that there are correct processes in place to ensure the maintenance and development of the School estate; |
|  | 2.16 | Manage the non-teaching staff team in the discharge of their duties, as appropriate. |
|  | 2.17 | Support the development of our revenue stream and the implementation of the school’s Fund-raising and Marketing Strategy. |
|  | 2.18 | Have oversight of the development of a Sustainability Strategy for the school and responsibility for its implementation. |

The person appointed will be expected to carry out all the duties of the post in accordance with the Schools’ Child Protection Policy and to be committed to continuing professional growth and development.

**PERSON SPECIFICATION**

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| **ESSENTIAL REQUIREMENTS** | **EVIDENCED BY** |
| **Experience**  **By date of appointment:**   * Have demonstrable experience (minimum of 3 years) in a senior financial and general business management role. | **Application Form** |
| **Skills and abilities**   * Have strong ICT skills, particularly in use of spreadsheets. * Have excellent analytical skills. * Have excellent communication skills, both written and oral. * Show evidence of high-level leadership qualities and skills and have earned respect through commitment, proficiency and support for others. * Have proven people managerial skills and have demonstrated the ability to work productively and harmoniously with others. * Show evidence of the ability to deal with change and challenge. * Have the ability to work to strict deadlines. * Have the ability to respect and maintain confidentiality. | **Application Form**  **and Interview** |
| **DESIRABLE REQUIREMENTS** | **EVIDENCED BY** |
| **Qualifications/Experience**   * Have a Professional Accounting qualification (ACA, ACCA, CIMA) * Have an Honours degree (2.2 or above) in Accounting, Business Management or other relevant subject. * Have demonstrable experience of the use of accounting software. * Have financial accountancy experience in a school setting. * Have experience of human resources processes. * Have experience and knowledge of the use of school management systems (e.g. SIMS , C2k, ParentMail). * Have an understanding of the nature and status of Voluntary Grammar Schools. |  |

Essential and/or desirable criteria may be further enhanced for shortlisting purposes. Applicants should ensure the application form is completed carefully and accurately. It is essential that applicants describe clearly how they meet the criteria sought.

All appointments to Ballymena Academy are subject to the provisions of the Protection of Children and Vulnerable Adults (NI) Order 2003, and the Rehabilitation of Offenders (Exceptions) Order (NI) 1979. Applicants must disclose any convictions, spent or unspent or any charges outstanding. A security check is carried out. This appointment procedure is in keeping with Department of Education regulations on Child Protection.

The appointment process is scheduled to take place on **Thursday, 5th June, 2025.**

The Job Description may be subject to amendment or modification from time to time, following consultations with the holder of the post, to meet the changing needs of the school.

This appointment will be subject to satisfactory references being received.

**Additional information for Applicants**

The Bursar role is central to all aspects of this school and the appointment is of key importance to Ballymena Academy’s continued success.

The time and effort required to conduct the appointments procedure fairly and effectively is an investment which this school makes willingly.

Canvassing of any kind will disqualify.

**Appointment Schedule**

**Post advertised : Friday, 9th May, 2025.**

**Applications close : 12.00 noon – Tuesday, 20th May, 2025.**

**Shortlisting process : Friday, 23rd May, 2025.**

**Shortlisted applicants**

**informed per Telephone/**

**E-mail/Letter : Tuesday, 27th May, 2025.**

**Appointment procedure : Thursday, 5th June, 2025.**

**Ratification by**

**Board of Governors : Monday, 23rd June, 2025.**

**RETURNING YOUR APPLICATION FORM**

Completed Application Forms should be e-mailed to [mbrown783@c2kni.net](mailto:mbrown783@c2kni.net) and must be received by **12.00 noon** on the closing date. Late, or faxed, Application Forms will not be accepted. Applications must be signed and digital signatures are acceptable.

It is the responsibility of the applicant to ensure that the application is received by the closing time/date and that the application form is completed accurately, as the information provided will be used in the shortlisting process.

Please ensure that when e-mailing the Application Form that the subject line is completed with the Job Title as indicated on the Application Form.

**WE ARE AN EQUAL OPORTUNITIES EMPLOYER**

**Privacy Notice**

The data contained in this application form will only be used for the purpose of progressing this application for employment. The sensitive personal data on the attached monitoring form will only be used to comply with the requirement of statutory legislation.

The company will not share any of the information provided in your application with any third parties for marketing purposes or store any of your information outside of the European Economic Area. The information you provide will be held securely by us and/or our data processors whether the information is in electronic or physical format.

We will use the contact details you provide to contact you to progress your application. We will use the other information you provide to assess your suitability for the role you have applied for. You do not have to provide what we ask but it might affect your application if you don’t.

We do not collect more information that we need to fulfil our stated purposes and will not retain it for longer than is necessary.