

## Bursar (Children's Residential – Brunswick, The Firs and The Alders) Grade 7

### **Our Vision**

An innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

### **Our Outcomes**

We want everyone in Staffordshire to:

- Have access to more good jobs and share the benefit of economic growth
- Live in thriving and sustainable communities
- Be healthier and more independent for longer

### **Our Values**

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

- Ambitious – We are ambitious for our communities and citizens
- Courageous – We recognise our challenges and are prepared to make courageous decisions
- Empowering – We empower and support our people by giving them the opportunity to do their jobs well.

### **About the Service**

In Staffordshire we want to improve the lives of all children and young people. We are using a whole system approach to enable children to be happy, healthy and safe. We are supporting families to stay together so that children can remain within a home environment wherever possible. Our vision is to create one system, that places children and their families at the heart of all that we do. Where support is required for some families, access to this will be local. Accessible and make a difference and specialisms will work to enhance those offers.

Our Children's Social Care workforce is passionate and committed to improving outcomes for children in Staffordshire by providing a consistent, high-quality service to children and families, together with excellent working relationships with our partners and the support from a stable leadership and management team. We are committed to a culture of shared learning and development in which everyone has a part to play to ensure that our services to children and families focusses on positive outcomes.

Our Residential Social Care Services are responsible for the delivery of providing a range of placements and provision to children and young people within Staffordshire. We deliver these via a range of building based facilities working within statutory guidance and registered by Ofsted. Residential staff aspire to provide advice, assistance and support to children and young people to attend to their practical, physical and emotional needs. To act as an appropriate role model and to work closely with them to enable them to achieve their potential.

The settings include:

- Long term placements
- Short term assessment placements
- Short Breaks for children and young people who are on the 'Edge Of Care'.

## **Reporting Relationships**

**Responsible to: Registered Manager**

**Responsible for: Handy person and/or Clerical Assistant**

## **Key Accountabilities:**

- To manage the direct provision of all administrative services and systems relevant to the operation of the home including data, gathering information and providing reports to provide an environment and service that contributes to meeting the needs of Children.
- Ensure good housekeeping by providing oversight of the work of the auxiliary staff and residential staff to meet the standards of the home.
- To implement, manage and maintain effective information systems in relation to all areas of activity within the home, operating in line with Ofsted Regulations

- To manage and communicate with contractors and services to ensure work is carried out within timescales. Completing Risk Assessments where necessary, ensuring that the children and staff are living in a safe environment.
- To manage the maintenance of the living environment by ensuring compliance with Health and Safety standards in accordance with Directorate Policy, Ofsted and Statutory Regulations including monitoring, reporting and remedial action where necessary and completing audits to ensure the home is safe and well maintained for children and staff
- To initiate any action required to ensure that the fabric of the home, and all fittings, furnishings and facilities are maintained to the highest standard, and at all times providing a suitable environment for children to live.
- To manage the day-to-day financial transactions on behalf of the Registered Manager, to review and authorise all purchase card transactions for all staff within the home to ensure finances are within budget.
- Dealing with the maintenance and monitoring of budgets on behalf of the registered managers and get best value for money.
- To undertake any other duties and responsibilities, which are commensurate with the grading of the post.

### **Other information**

1. This includes covering at other homes across the county which could be at short notice.

### **Professional Accountabilities:**

The post holder is required to contribute to the achievement of the Council objectives through:

#### **Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

#### **People Management**

Engaging with People Management policies and processes

70000792/G07/CAS

GP 3.5.2024

**Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Climate Change**

Delivering energy conservation practices in line with the Council's climate change strategy.

**Health and Safety**

Ensuring a work environment that protects people's health and safety and that promotes welfare, and which is in accordance with the Council's Health & Safety policy.




**Safeguarding**

Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

**Person Specification**

A = Assessed at Application  
 I = Assessed at Interview  
 T = Assessed through Test

<b>Minimum Criteria for Disability Confident Scheme *</b>	<b>Criteria</b>	<b>Measured by</b>
	<b>Qualifications/Professional membership</b> <ul style="list-style-type: none"> <li>NVQ Level 4 in Business Administration or equivalent</li> </ul>	A/I
	<b>Knowledge and Experience</b> <ul style="list-style-type: none"> <li>Proven experience of implementing office procedures, systems.</li> <li>Proven experience working in a supervisory role.</li> <li>Knowledge of Health and Safety matters relating to the maintaining of a safe working and living environment, including completion and review of risk assessments</li> <li>Knowledge and appreciation of key services provided by other agencies, professionals, and organisations e.g. Education, Health, Ofsted</li> <li>Basic understanding of the circumstances, experiences, and needs of young people who require support outside of the home.</li> <li>Experience of working across Microsoft suite</li> </ul>	A/I A/I A/I A/I A/I A/I
	<b>Skills</b> <ul style="list-style-type: none"> <li>Able to work on own initiative and prioritise workload to meet operational needs.</li> <li>Ability to identify and overcome barriers to manage risk.</li> </ul>	A/I/T A/I

	<ul style="list-style-type: none"> <li>• Ability to lead, organize and motivate staff.</li> <li>• Ability to work as a member of the team.</li> <li>• ICT literate in a range of Microsoft software</li> <li>• Able to communicate effectively in verbal, written, and electronic forms</li> <li>• Ability to take a key role in the maintaining of budgetary management systems within the home, and to oversee the appropriate conduct of all financial transactions and records in line with Financial Regulations.</li> <li>• Commitment to undertake further training and development, commensurate with the grade of the post.</li> </ul>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
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If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, braille, another language on cassette or disc, please ask us by contacting  
 Talent & Resourcing Team 01785 278300