



**LORETO COLLEGE COLERAINE**  
**Voluntary Grammar School**

**Temporary Business Manager / School Bursar**  
**For a 3 – 6-month period**  
**Commencing February 2026**

**“Spirituality and Excellence”**



# **Loreto College Voluntary Grammar School**

**Castlerock Road Coleraine  
Co Derry BT51 3JZ**

**Email: [info @loretocollege.coleraine.ni.sch.uk](mailto:info@loretocollege.coleraine.ni.sch.uk)**

**School Enrolment: 1000**

## **Temporary Business Manager / School Bursar For a 3 – 6-month period Commencing February 2026**

Loreto College is a Catholic co-educational Voluntary Grammar School. Our vision is to develop excellence within a community that is characterised by care to enable every student and staff member to be the best they can be. The School places great emphasis on safeguarding and pastoral care while motivating students to reach their full potential and progress to their chosen pathway.

The Board of Governors seeks to appoint a highly motivated and resilient individual with strong interpersonal skills and a commitment to collective leadership, who will take the lead in advising the Principal and Board of Governors on the financial and general management of the School. The successful candidate will have a professional accountancy qualification, with hands-on experience of financial modelling, and will add value to the role of Bursar as well as to the wider school community. They should have a clear commitment to our ethos, vision and value and they should also demonstrate a proven record of successful, professional leadership and management.

**Salary:** Negotiable depending on experience and qualifications

**Hours of Work:** Full-time - 36 hours per week, with the ability to be flexible at the request of the Governors/Principal

Applicants should send their CV to the Principal's Secretary. Mrs McKeefry [pmckeefry465@c2kni.net](mailto:pmckeefry465@c2kni.net)

The closing date for receipt of completed application forms is **Friday 9 January 2026 at 12 noon.**

The School is committed to safeguarding children and young people. The successful candidate will undergo an Enhanced AccessNI check as well as prudent checks of references and employment history.

## **Job Description**

**Purpose:** The Business Manager is appointed by the Employing Authority (Board of Governors) and his/her responsibilities are determined by the Board. The post holder will, in consultation with the Principal, be responsible to the Board for the conduct of the financial affairs and business management of the school, including management of the school estate and effective and efficient deployment of human resources. The post holder is the school's leading support staff professional and works to ensure that the school is meeting its aims by making the most effective and efficient use of available resources.

**Reporting Relationships:** The post holder is responsible to Board of Governors via the Principal and is responsible for non-teaching staff employed by the school.

**The Major Responsibilities and Tasks will include:**

### **Leadership and Strategy:**

1. Negotiate and influence strategic decision-making within the School Senior Leadership Team
2. Plan and manage change in accordance with the responsibilities set out in the School Development Plan & Strategic Financial Plan
3. Provide leadership to all School support staff
4. In the absence of the Principal, take delegated responsibility for financial functions

### **Financial and Resource Management:**

5. Exercise management control over all aspects of the financial affairs of the school, ensuring that these are conducted in accordance with the highest standards of probity, recognised best practice, the requirements of the Department of Education/Education Authority and in such a way as not to expose the financial stability or good standing of Loreto College (the 'School') to risk
6. Advise the Principal and Board of Governors on budget, funding opportunities, investment and financial policy, preparing appraisals for particular projects and developing a business plan (long-term financial strategy) for the future development of the School
7. Oversee budgetary control, payroll, pension schemes and associated services and develop, manage and maintain a Strategic Financial Plan that will reflect the financial resources available to the school
8. Pay all salaries, including PAYE, superannuation, national insurance and other deductions, and complete HMRC and Social Security Agency forms for all staff, including the management of substitute teachers through NISTR
9. Oversee the planning and control of expenditure and provide reports and guidance to the Finance & Staffing Sub-Committee, and the overall Board of Governors on financial position
10. Prepare Income and Expenditure Accounts and Balance Sheets, and Financial Statements for all School Accounts in conjunction with the school's Internal and External Auditors
11. Ensure the preparation and submission of the Annual Statement of Accounts to the Board of Governors and the Department of Education/Education Authority
12. Prepare budgetary estimates for all cost centres in the School and supervise income and expenditure in relation to them

13. Ensure that School's procedures and policies comply with Department of Education/Education Authority guidelines in relation to Internal and External Audit
14. Ensure the principles of value for money are applied to all school transactions
15. Managing and controlling all the financial affairs of Loreto College
16. Maintaining a record of all teaching staff salary points and issuing annual letters linked with salary and progression
17. Overseeing pupils' bills and other dues including setting up and monitoring of payments made via **Parent Pay**.
18. Maximising the school assets and amenities to the greatest financial advantage, taking into account the priority of the school's own curricular and extra-curricular needs
19. Liaise with Charities Commission on all aspect of Loreto College to implementation and control of the Gift Aid Scheme, administered through the Inland Revenue

#### **Administration:**

20. Ensuring the efficiency and effectiveness of administrative services within the finance and Personnel command of the school
21. Maintenance of all personnel records for support staff, including contracts of employment, leave and holiday arrangements, grievance and disciplinary procedures
22. Oversee the completion of a comprehensive asset register for the security, maintenance and replacement of equipment
23. Ensuring all Accounting/Human Resource/Administration policies and procedures are regularly reviewed and updated

#### **Human Resource Management:**

24. With the Principal, share responsibility for all aspects of the recruitment and appointment process for support staff as required, ensuring that, at all times, this process is conducted in accordance with regulatory and legal compliance
25. Provide advice, interpretation and up-to-date information to the Principal on employment and equality legislation and all human resource matters
26. Ensure the maintenance, on a confidential basis, of an effective system of personnel management
27. Ensure all human resource related policies and procedures comply with legal and regulatory requirements, monitor the way policies and procedures are implemented and provide support where necessary
28. Manage recruitment, attendance, performance management, appraisal and development for all support staff
29. In consultation with the Principal, deal with any grievances or disciplinary issues concerning non-teaching staff which may arise and take appropriate action in accordance with School policy
30. Carry out job performance reviews and evaluations against agreed targets as required for support staff and supervising the induction and probationary period of new members of support staff
31. Ensuring the maintenance of sickness, absence and holiday records for all staff, teaching and non-teaching and, where necessary, identifying where any appropriate remedial or disciplinary action is required

**Estate and Facilities Management:**

32. Oversee, in liaison with the Facilities Management Provider, the general maintenance of the school grounds and buildings, including the procurement and supervision of maintenance work and the arranging for the supply of furniture and equipment.
33. Undertaking an annual review of all buildings and grounds and arranging the ongoing maintenance.
34. Managing the hire of facilities by external agencies and ensuring that all groups have appropriate insurance
35. Oversee the maintenance and efficiency of energy systems
36. Manage the use of the School Facilities by both internal and external groups

**Risk Management:**

37. Oversee Risk Management in the School, including overseeing Insurance and managing the Risk Register. Ensuring, in conjunction with the Principal, that there is adequate insurance for buildings, grounds and equipment and processing any public liability claims. Liaising with insurers on such matters as appropriate and obtaining legal advice/opinion
38. Report on Risk Management to the Board of Governors
39. Carrying out role of Health and Safety Co-ordinator. Monitoring and reporting the safety aspects of the buildings, grounds and equipment to ensure compliance with Health and Safety Regulations.

**General**

The Business Manager will be expected to undertake, as required, any other duties appropriate to the post as may be considered necessary for the proper functioning of the School. Furthermore, any other related duties or responsibilities requested or indicated by the Principal from time to time – deemed reasonable.

# Personnel Specification

Please ensure that you provide evidence to address the criteria on the personnel specification. Evidence will be gathered from the application form, at interview (if shortlisted) and through references and certificates.

*Applicants should note that the essential criteria may be enhanced at shortlisting.*

## QUALIFICATIONS AND TRAINING

### ESSENTIAL

- Applicants must possess a professional qualification and a degree in a relevant area such as Accountancy, Business Management, Public Administration or Human Resource Management.

### DESIRABLE

- Evidence of continued and current CPD.
- Up to date and relevant award bearing training

## EXPERIENCE

### ESSENTIAL

- Employed in a relevant area for at least 5 years (since 1<sup>st</sup> January 2021).
- Held a management position for a minimum of 5 years (since 1<sup>st</sup> January 2021).

### DESIRABLE

- Experience of human resources processes, including recruitment.
- Financial accounting experience in an educational setting.

## PROFESSIONAL KNOWLEDGE

### ESSENTIAL

- Knowledge and understanding of relevant DE/EA policies in relation to Financial and Audit Arrangements for Voluntary Grammar Schools.
- Knowledge of the budgetary processes associated with the Common Funding System.

### DESIRABLE

- Knowledge and understanding of relevant DE/EA policies in relation to Financial and Audit Arrangements for Voluntary Grammar Schools.
- Knowledge of the budgetary processes associated with the Common Funding System.

## SKILLS

### ESSENTIAL

- Effective leadership, organisational and interpersonal skills.
- Excellent communication skills, e.g. possession of excellent verbal/written presentation skills.
- High level of ICT/spreadsheet skills.
- Ability to take responsibility, address conflict, make informed decisions and communicate these effectively to relevant people.

### DESIRABLE

- Use of MIS and/or C2k systems.

## PERSONAL QUALITIES

### ESSENTIAL

- An excellent personal and professional role model who supports the Loreto ethos.
- A strong sense of integrity and confidentiality.
- High expectations of self and others.
- Willingness to embrace new ideas
- Leads by example with commitment to collaborative leadership and effective teamwork.
- Energetic, innovative, resilient and positive.

### DESIRABLE

- An excellent personal and professional role model who supports the Loreto ethos.
- A strong sense of integrity and confidentiality.
- High expectations of self and others.
- Willingness to embrace new ideas
- Leads by example with commitment to collaborative leadership and effective teamwork.
- Energetic, innovative, resilient and positive.

## **CONTEXTUAL INFORMATION AND SAFEGUARDING**

### **Attendance at Interview**

Please note that candidates should make every effort to attend for interview at the specified date and time. It will not be possible to arrange alternative interview dates.

### **Confirmation of Appointment**

Before appointment, the successful candidate will be required to provide authentic certificates of qualifications, agree to an AccessNI check and have acceptable references.

### **Contextual information**

The Bursar/Business Manager is the school's leading support staff professional. He/she leads and manages the Finance and Administration Staff, Technical Staff and other Support Staff. He/she works closely with the Principal, Vice Principal and the Senior Leadership Team (SLT).

### **Data Protection**

Any data about you will be held securely with access restricted to those involved in dealing with your application in the recruitment and selection process. By signing and submitting your application form, you are giving consent to the processing of your data by the School.

### **Disclosure**

This position is exempt from the provisions of the Rehabilitation of Offenders (Exceptions) Order 1979. You are not entitled to withhold information about convictions, cautions or reprimands under the provisions of the Order. Any failure to disclose such convictions could lead to disqualification or termination of employment. Any information given will only be used in connection with posts to which the Order applies.

### **Equality and Diversity**

We recognise the benefits of a diverse workforce. We are committed to eradicating discrimination in the workforce and becoming an employer of choice.

### **References**

Applicants are required to identify two referees on their application form, one of whom should be their current employer.

### **Safeguarding**

Loreto College is committed to safeguarding and promoting the welfare of its children and young people.

### **Terms and Conditions**

The terms and conditions of employment for the person appointed will be based on guidance from the Local Government Association. This is a permanent position but is subject to a six-month probationary period.

### **Commencing Salary**

Negotiable depending on experience and qualifications

### **Hours of Work**

Full-time - 36 hours per week, with the ability to be flexible at the request of the Governors/Principal