

The Royal Alexandra and Albert School

Bursary Programme Manager Job Description



Post Title:	Bursary Programme Manager
Contract type:	Permanent. 22.5 hours / week. 40 weeks / year (term-time + 5 weeks)
Salary:	£20,000 per annum
Reporting to:	Director of Admissions & Bursaries

Main Purpose

The Bursary Programme Manager will lead our School Foundation's bursary programme with strategic vision and operational excellence. They will lead on building and maintaining relationships with our charity partners, in conjunction with the Development Manager with the aim of enhancing the work of our bursary programme to support increasing numbers of Foundationer bursary students. They will be responsible for the administration of bursaries offered by the School Foundation, leading the application process and ensuring that all applications are processed efficiently and accurately.

Strategic Responsibilities

- Set the Foundation bursary programme strategy ensuring processes and policies are in line with the Foundation's charitable aims and objectives.
- Work with the Development Manager to further the reach of the Foundation's bursary programme and its impact on the lives of children supported by the programme.
- Design and continuously improve the bursary programme structures, policies, and processes to enhance efficiency and effectiveness, and ensure fair and consistent application of criteria.
- Build, strengthen and maintain strong relationships with key charities who support our Foundationer students, helping to secure additional financial support for them.
- Regular reporting back to charities and local authorities about the progress of students they support.
- Maintain effective communication with charities, internal staff, applicants, and the bursary committee to support the administration of the bursary programme.
- Be the point of contact for the Bursary Committee, raising awareness of all initiatives and developments within the bursary programme.

Operational Responsibilities

- Prepare and maintain bursary application forms and packs for prospective bursary students.
- Receive and log all bursary applications, ensuring completeness and accuracy of submitted information.
- Check and verify supporting evidence against the Foundation's criteria, ensuring all required documents are valid and meet the stipulated guidelines.
- Compile and organise bursary application packs for the bursary committee, providing clear summaries and documentation for review and decision-making, and take minutes of the committee meetings..
- Provide informed recommendations to the bursary committee based on the assessment of applications and supporting evidence.
- Coordinate internal decisions and support in conjunction with the Development Officer and Coordinator for Service and Foundation students.
- Manage the annual renewal process for bursary recipients, reviewing their continued eligibility and collecting necessary documentation.
- Maintain confidential accurate and up-to-date records of all applications, decisions, and communications related to the bursary programme.
- Work closely with internal staff to update records on new bursary recipients, leavers, and any changes in student status.

- Serve as the primary contact for bursary-related inquiries, providing clear and helpful information to applicants and their families.
- Prepare regular reports on application statistics, award decisions, and programme outcomes for internal review and audit purposes.
- Assist the Admissions team with all admissions related events such as Open Mornings, transition day, and other admissions related tasks as required and play an active role in the team.

Additional duties and responsibilities commensurate with the role to be agreed with the Headteacher / Director of Admissions & Bursaries.

Other

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, reporting all concerns to an appropriate person.
- To contribute to the overall ethos and aims of the School.
- The postholder will demonstrate a commitment to maintaining confidentiality, promoting the ethos of the school and upholding the key values of Ambition, Courage, Integrity and Respect in all aspects of the role. These are the foundation upon which (a) we conduct our work and (b) conduct ourselves both internally and externally with stakeholders. All employees are expected to demonstrate these values in their interactions with others and through their day-to-day responsibilities.

The Royal Alexandra and Albert School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post if successful, including an Enhanced DBS check. Staff must be aware of and comply with policies and procedures relating to child protection, health and safety regulations, security and confidentiality, reporting all concerns as appropriate. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.