

Sedlescombe Church of England Primary School

Headteacher: Mrs Caroline Harvey



Bursar (Level 2) Job Advert

Sedlescombe is a rural one form-entry Church of England Primary School at the heart of the village. It is a happy school in which all strive to do their best for the children, their families and each other so that everyone reaches their full potential. The school has been judged by Ofsted as securely good and we now want to build on this to become an outstanding school. It was also judged as outstanding in its SIAMS inspection.

We are looking to appoint a part time Bursar (Level 2) to work alongside our secretary and clerical assistant as part of the school office team. The role is for 16 hours per week ideally worked across 3 days per week, but the exact work pattern is open to discussion. This is a temporary post until August 2020 in the first instance with an immediate start date.

The governing body are seeking to appoint a Bursar who is:

- highly motivated and committed to raising standards and ensuring best financial practice
- a team player with excellent interpersonal skills who can work collaboratively with staff, governors and parents/carers
- is aware of school financial systems and procedures
- able to provide budget monitoring reports and spending advice to the Headteacher and Governing Body
- able to develop the school's internal processes as well as working within the procedures set by the Local Authority
- has a recognised financial management qualification

We can offer:

- Engaged, enthusiastic and well-behaved children
- A dedicated and motivated staff team who strongly believe in team work and building positive relationships
- A commitment to good quality professional development opportunities
- A focus on care, guidance and support for all staff members
- Excellent facilities and learning environments
- An experienced Headteacher and Governors

Closing date for application is 12:00 pm on Monday 3rd June with interviews planned for Thursday 6th June.

Informal visits to the school are encouraged and can be arranged by contacting the Headteacher on 01424 870585.

For application information visit our website to download an application pack under Vacancies on the About Us tab

Learning, Loving and Growing Together with God