

Overdale Community Primary School



School Bursar

15 hours per week, term time only plus 2 weeks

Hours can be flexible and scale to be agreed dependent on experience.

'We listen, We Learn and We Shine

If you want to work in school with wonderful children, supportive leadership and staff colleagues in a role that will challenge, stretch and above be rewarding and fun then we want to hear from you!

Here at Overdale Community Primary School we are proud to be a leading school in the area. Together we have built a school that has the highest aspirations for our children to shine, but also one that supports and celebrates our amazing community that we are proud to serve.

Over the last five years our school has changed considerably. As a securely 'good school' our talented teachers and support colleagues have supported our fellow coastal primaries in many ways that include helping to drive rapid and sustained coastal school improvement, sharing best practice in the classroom and learning from the systems and processes we have put in place here.

Our opportunity

Following the retirement of our current colleague we are looking to appoint to the important post of School Bursar. As a key member of our support team you will undertake and manage budget monitoring, invoice and purchase ledger controls and manage all finance systems in school. Working closely with our Headteacher and Office Manager you will help make sure our children get the very best education provision by making sure our school budget offers value for money.

As a local authority school we buy into their financial service which means as well as being supported in school you will work closely with an LA financial lead.

We actively welcome applications from current support colleagues working in a school as well as from colleagues who are looking to utilise their experience and transfer their skills within education.

We are looking for:

- A colleague who has experience of financial systems either within education or within your current role.
- Someone who has respect for confidentiality and has the ability to work under pressure and prioritise their time effectively.

- Proven experience with working with budgets and is able to multi task and use different systems at the same time.
- Excellent communication and organisational skills.
- Experience of working in a school or office environment.

We can offer you:

- A vibrant, happy school where we value everyone and have a philosophy of kindness and support for each other.
- Children who are enthusiastic about learning and apply our school logo to every day: we listen, we learn, we shine.
- A school with exciting and attractive learning environment.
- A leadership team who welcome fresh ideas, traditional values and a sense of teamwork.
- Well supported teachers and support professionals who are committed to driving high standards.

Join us and build a wonderful career in a school you are passionate about with families and children you can help. To arrange a visit please contact James below.

For further details, to arrange a visit and for an informal discussion please contact James at:

E: james.annetts@northyorks.gov.uk or call 01609 534939 / 07966261249

The date of commencement for this post will be as soon as possible
Interviews will be held as soon as possible after the closing date.

Closing date: Friday 8th November at 9am

We reserve the right to close this vacancy early should we receive an overwhelming response. All candidates are advised to refer to the job description and person specification before making an application.

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.