**Hugo Meynell CofE (VC) Primary School**

Is looking to fill the following vacancy:

**Bursar and Health & Safety Manager**

**with Facilities Management**

**Full Time, Permanent Position – 37 Hours per Week**

**Required from September 2025**

**Grade 9, SCP28 – SCP33 – £37,938 - £42,708**

*April 2025 NJC pay award pending*

**Local Government Pension Scheme**

*This position benefits from membership of the Local Governor Pension Scheme.*

*Staffordshire County Council also make a generous employer contribution (currently 30.6%) for scheme members.*

Hugo Meynell Primary School is seeking a highly capable, proactive, and values-driven School Bursar to lead on finance, health and safety, facilities, and administrative operations. This is a pivotal leadership role, offering the opportunity to make a meaningful impact on the day-to-day running and long-term success of our school.

**Key Responsibilities:**

**Finance:**

* Line manage administrative staff and oversee all financial operations.
* Prepare and present financial reports to the Headteacher, SLT, and Governors.
* Support the Headteacher in preparing annual budgets and financial forecasts.
* Monitor income and expenditure, ensuring compliance with statutory requirements.
* Prepare financial returns for the DfE, LA, and other agencies.
* Liaise with auditors and the Joint Finance Unit.
* Maximise income generation opportunities within the school’s ethos.
* Monitor school trips and ensure appropriate financial documentation is completed.

**Health & Safety:**

* Develop, implement, and review the school’s Health and Safety Policy.
* Act as Fire Officer, organise fire risk assessments and fire drills
* Prepare risk assessments and analyse accident reports.
* Arrange annual PAT testing and ensure compliance with safety regulations.
* Provide or arrange staff training on health and safety topics.
* Co-ordinate health and safety audits and report findings to SLT and the Health and Safety Committee.
* Liaise with LEA Health and Safety Officers and emergency services.

**Facilities Management:**

* Manage the school site and line manage the site supervisor and cleaning staff.
* Coordinate minor repairs and maintenance (e.g. painting, plumbing, joinery).
* Liaise with contractors for major works and oversee site visits.
* Monitor and manage school contracts and assist with procurement and tendering.
* Ensure efficient operation of heating and plant equipment.
* Maintain site security and ensure that water safety and COSHH procedures are complied with.
* Manage lettings and be an active member of the Premises Committee.
* Share responsibility for the maintenance and minor repairs budgets.

**Support to the School:**

* Oversee staff absence and cover arrangements.
* Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
* Comply and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Be aware of, support and ensure equal opportunities for all.
* Champion equal opportunities and contribute positively to the school’s inclusive ethos
* Establish constructive relationships and communicate with other agencies/professionals.
* Attend and participate in regular meetings including governor meetings.
* Participate in training and other learning activities and performance development as required. Recognise own strengths and areas of expertise and use these to advise and support others.

**We are looking for someone who:**

* Has experience in financial and operational management, health and safety legislation and facilities management, ideally in an educational setting,
* Demonstrates strong leadership, communication, and organisational skills.
* Is confident working with senior leaders and governors to support strategic planning.
* Is proactive, solution-focused, and committed to the values and ethos of our busy and vibrant school.
* Has an approachable, enthusiastic and proactive approach
* Wants to be part of a friendly and motivated team.

**What we can offer you:**

* A welcoming and supportive school community.
* A key leadership role with real impact.
* Opportunities for professional development.
* A positive working environment with a focus on wellbeing.

**Safeguarding information**

Hugo Meynell Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The person appointed will be engaging in regulated activity with children. This is because they will either:

* be responsible on a regular basis in a school for teaching, instructing, caring for or supervising children,
* be working on a regular basis in a school, where the work gives opportunity for unsupervised contact with children,

OR

* engage in intimate or personal care, even if this happens only once.

It is an offence to apply for this vacancy if you are barred from engaging in regulated activity relevant to children. A policy statement on the recruitment of ex-offenders can be found on the school website <https://www.hugomeynell.co.uk/vacancies/>

The successful candidate will be subject to necessary pre-employment checks, including: an enhanced DBS, Prohibition List, Barred List, Childcare Disqualification (where applicable); qualifications (where applicable); medical fitness; identity and right to work. All applicants will be required to provide two suitable professional references.

In line with Keeping Children Safe in Education, and as part of our pre-employment checks, publicly available social media profiles of shortlisted candidates will be reviewed before interview.

Hugo Meynell Primary School’s Safeguarding Policy and Child Protection arrangements are available on the school website at the following page:

[*https://www.hugomeynell.co.uk/safeguarding/*](https://www.hugomeynell.co.uk/safeguarding/)

**Application Details**

The full job description is attached to this advert, but for more information or if you would like to arrange a visit to look around Hugo Meynell, please contact the school office.

All applications must be submitted on an application form. **We are unable to accept CV applications.**

**Closing date for applications: Monday 30th June 2025, 9am**

**Interviews will take place on Wednesday 9th July 2025**

**Hugo Meynell Primary School, Eccleshall Road, Loggerheads,**

**Market Drayton, Shropshire, TF9 4NU**

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