**Job Title** Temporary Bursar (Covering Maternity Leave) Starting February 2023

**Hours Details** 37 hours a weekMonday to Thursday 8am till 4pm   
Friday 8:30 till 4pm

**Grade 7 scale point 17 £26,845 (actual salary - £ 23,060) 39 weeks per year**

The SCHOOL who is part of The Aspire Educational Trust is looking for someone who is We are looking for:

* An enthusiastic, friendly and organised person
* A motivated, flexible and constructive team player
* Good interpersonal skills and the ability to develop and maintain positive relationships with governors and staff
* The successful candidate will have the ability to work well within a team, take direction as well as use own initiative and have the ability to work to deadlines.
* Experience of working within a school office is desirable but not essential.

This post offers an exciting opportunity to work in a forward-looking school committed to high standards and improvement.

For more information about this role, please contact [admin@thewilmslowacademy.co.uk](mailto:admin@thewilmslowacademy.co.uk)

We would love to hear from you if you have the required skills and experience and want to work in a team where you can truly make a difference to the lives of young people.

Applications should be sent to principal@thewilmslowacademy.co.uk

The Trust are committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and expects all staff and volunteers to share this commitment. All appointments are subject to satisfactory references, medical checks, right to work in UK and safeguarding checks (including enhanced DBS and a declaration of disqualification (Childcare Disqualification regulations 2009).