



AYLESTONE SCHOOL

FEDERATED WITH WITHINGTON & BROADLANDS PRIMARY SCHOOLS

Broadlands Lane, Hereford. HR1 1HY

Tel. 01432 357371 / Fax. 01432 263925 admin@aylestone.hereford.sch.uk

Aylestone School is a co-educational 11-16 school, located in the picturesque Cathedral City of Hereford, adjacent to the Herefordshire Colleges' campus for Further Education, and 10 minutes' walk from the City railway station.

Withington Primary school is a small, rural school with under 80 pupils and is a few miles into the beautiful Herefordshire countryside. Broadlands Primary school is adjacent to Aylestone School and has around 170 students.

FEDERATION BURSAR

Responsible for budget, site and buildings and contracts across the federated schools.

Grade HC10 – £31,532 to £34,720 per annum (increase due from 1st April 2021)

30 Hours per Week permanent position from December 2021 (or as soon as possible thereafter)

Required from December 2021, or as soon as possible thereafter, we are looking for a dedicated and flexible professional interested in working within a highly professional and innovative senior leadership team, leading a group of three schools.

The federation comprises Aylestone School, Withington Primary School and Broadlands Primary School. The Governing Body is robustly committed to high quality educational provision for each and every child in the federated schools. The Governors and Senior Team think innovatively and flexibly to make best use of all resources available, and expect all employees to adopt a similar approach and philosophy.

The role of Federation Bursar is vital and integral to the success of all three schools, as the appointed person will be working with associate staff across the federation, taking responsibility for advising the Headteacher, Governing Body and Senior Team on best use of income, staff and physical resources. In addition, the Bursar is expected to be highly organised and efficient, in order to create and manage budgets that remain within delegated funds, and successfully maintain three school sites. An advanced ability to skilfully and sensitively manage personnel and a working knowledge of Human Resource policy and procedures within education or a similar environment is essential.

If you are interested in the opportunity to make a difference to our students, please contact the Headteacher for further information. Visits to the school will be welcomed. Application forms and further details are available from our website. www.aylestone.hereford.sch.uk or from Mrs. Rebecca Kastania, Federation Office Manager, bkastania@aylestone.hereford.sch.uk – 01432 357371 ext 136

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.

Closing date for applications: Monday 1st November 2021 Noon

Interview date: W/C 8th November 2021