



Glenmead Primary School, Great Barr, Birmingham B44 8UQ

**Job Title:** School Bursar

**Salary/Grade:** Grade 4 Banked hours **or** Term Time only

**Banked Hours Actual: £33,336 - £40,476**

**Term Time + 2 weeks Actual: £26,237 - £31,828**

**Hours:** 36.50 hours per week (term time, plus 2 weeks)

36.50 hours per week + banked hours

**Start Date:** Autumn Term 2025

At Glenmead, all of our staff contribute to the success of the school and have a positive impact on the lives of our pupils, ensuring that they strive to achieve their full potential. We understand that it is important to create an environment in school that supports the children in feeling fulfilled, safe and secure.

This is a varied and exciting role, which is crucial for continuing the effective leadership, management and administration of our school.

Candidates must be enthusiastic, organised, hard-working and approachable. They must have excellent interpersonal skills in order to be a front-facing role model, who is often the first point of contact for the wider community. They will advise on and implement all legal and safety requirements with regards to people and property. This enables the school to operate effectively and efficiently, allowing other members of the leadership team to focus on teaching and learning

The Bursar role has responsibility for Finance, Human Resources, Administration, GDPR, Catering Facilities and Health and Safety, and the postholder must be able to work collaboratively with a wide range of stakeholders to achieve the best outcomes for the school community.

You will play a crucial role in driving the school's vision. You will be expected to work alongside the Headteacher as well as working independently and on your own initiative.

Key Responsibilities:

Proven strong and effective leadership and management skills.

Be able to establish and develop excellent relationships with pupils and staff.

Performance Management Team Leader.

To be responsible for the school site, the building and grounds.

To be an effective team member and promote the values of the school.

We pride ourselves on being a welcoming team that provide an inclusive and supportive environment for our students and staff alike. All staff take an active role in supporting our students whilst onsite and developing relationships and support networks.

Glenmead Primary School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The successful candidate will be subject to all necessary pre-employment checks, including an enhanced DBS; Childcare Disqualification (where applicable); qualifications; medical fitness; identity and right to work.

Informal visits to the school are highly recommended. Please phone the school office to arrange a visit on one of the following dates: Monday 7th July at 10am, or Wednesday 9<sup>th</sup> 10am July.

Closing date: 15<sup>th</sup> July 2025

Interviews: Week beginning 21<sup>st</sup> July 2025