



# Kaleidoscope Multi-Academy Trust

## School Bursar Vacancy

**KALEIDOSCOPE**  
Multi Academy Trust

**Contract:** School Bursar (permanent from April 2025)

**Location:** Becket & Hutton C of E Primary Schools and Kaleidoscope MAT Central Office

**Salary:** JG7 SCP24 - 27 (£34,314 to £37,035) - depending upon experience

**Hours:** 18-20 per week, Term Time Only plus 1 additional week

We are seeking a School Bursar to support the Kaleidoscope Central Team and assigned schools, Becket and Hutton C of E Primary School, for which they will be responsible for. This is an exciting and rare opportunity for someone to move onto their next stage of finance in this innovative and significant role, where the successful candidate will impact upon the children, families, staff and community of local schools and as part of a Multi-Academy Trust.

This is an exciting new role that has been established to assist in the smooth day to day running of all Finance and Budgetary control aspects within the allocated schools and supporting the central team. Working under the direction of the CFO (Chief Finance Officer), Headteacher and CEO (Chief Executive Officer) and within the policies adopted by the Trust board and the Academy Trust handbook. This role will provide efficient and effective management and supervisory support on all operations including Finance, Budgets, Procurement, HR, Payroll, Premises supporting the SFOO (Senior Finance & Operations Officer) and general administrative matters. You will be working within both a school and the central Trust office environment.

At Kaleidoscope MAT, we have worked together to develop strong policy, procedure and practice across our schools. We also recognise the uniqueness and diversity of our schools and celebrate this. Becket and Hutton both play important roles within their local communities.

Becket and Hutton are both one form entry Primary Schools. Both schools have highly skilled and dedicated staffing teams. School Governors and Parents/Carers are very supportive and the children are able to thrive and excel. They enjoy school, learning and the wide range of provision and opportunities available to them. As a Church school, Hutton has excellent links with the Diocese of Bath and Wells.

Visits to the school are welcome, if you would like to discuss this or the role more generally, please contact Jo Walters (CFO, Kaleidoscope MAT) using the MAT Central Office contact information. Please see the *School Bursar Recruitment Pack* for further information.

If you wish to apply, please complete the application form along with a covering letter of application and submit through the postal or office channels detailed below before the vacancy closing date.

**Closing Date:** Noon on Monday 10<sup>th</sup> March 2025

**Interview Dates:** W/C 24<sup>th</sup> March 2025

**Address:** Kaleidoscope MAT, C/O St Martin's C of E Primary School, Weston-super-Mare, BS22 9BQ

**Telephone:** 01934 640941

**Email:** [office@kaleidoscopemat.co.uk](mailto:office@kaleidoscopemat.co.uk)

**Websites:** [www.kaleidoscopemat.co.uk](http://www.kaleidoscopemat.co.uk) / [www.becketprimary.co.uk](http://www.becketprimary.co.uk) / [www.huttonceprimarieschool.co.uk](http://www.huttonceprimarieschool.co.uk)

### Safeguarding Statement

Kaleidoscope Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All appointments are subject to an enhanced DBS disclosure and satisfactory references. We will be undertaking an appropriate online search for shortlisted candidates. It is an offence to apply for a role that requires regulated activity if you are barred from doing so. Our safeguarding policy is available on the Kaleidoscope website: <https://www.kaleidoscopemat.co.uk>.