



**KALEIDOSCOPE**  
Multi Academy Trust

# School Bursar

## Recruitment Pack

April 2025



# Letter from CEO of Kaleidoscope MAT

Dear Applicant,

Thank you for your interest in the School Bursar role to be based at both Becket and Hutton Church of England Primary Schools and to include some work within the Kaleidoscope central office.

I hope that you see this role as an exciting opportunity for you to develop your knowledge and skills within our Trust and have an impact on our schools children, staff and the communities they serve.

Becket and Hutton are thriving schools where children flourish and are motivated to learn and contribute to their school community.

Becket prides itself as being a community of learners. It is a one form entry Primary School with its own Pre-School and Nursery. The school building has a modern layout and is situated on large grounds with a field for children to play and learn.

Hutton is a one form entry Church School. The original building dates back to 1873 and since then school has been extended to provide a high-quality learning environment. This culminated in a huge extension in 2017. Hutton is situated on a large site with a large field.

The new Bursar will be a key member of our MAT Team. Kaleidoscope works together collaboratively to develop and share best practice. This was recognised in our very positive MAT Summary Evaluation (MATSE). Our schools work together closely for the benefit of all of the children and schools in our MAT. We take staff development very seriously and provide high quality CPD which encompasses best practice that is based on evidenced based research.

Our dedicated central team are approachable, helpful and supportive.

If you are interested in joining our Kaleidoscope, then please apply. If you have any questions or wish to discuss the role, then please contact our Central Team.

We encourage you to visit the schools to see the staff and children in action.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'S.G. Marriott', with a horizontal line underneath.

Simon Marriott

**CEO Kaleidoscope Multi-Academy Trust**

# About Kaleidoscope MAT

Kaleidoscope Multi-Academy Trust is made up of 7 Primary Schools within North Somerset:

- Ashcombe Primary School
- Becket Primary School
- Christ Church C of E Primary School
- Crockerne C of E Primary School
- Hutton C of E Primary School
- St Martin's C of E Primary School
- Worle Village Primary School

Our staff are passionate about Primary education and strive to do the very best for our families and community. Our offer is encapsulated within our 5Cs, as shown in the diagram below. Our schools aim to be and promote the following values and ethos.



Our leaders and staff work in a collaborative way to develop and provide high quality Primary education, pastoral care and support our children's wellbeing. We provide opportunities for our staff to develop expertise within their roles. They are a strong team who work closely together. In this way we ensure that best practice and excellence is created and shared.

Our collaborative model allows for the development of Executive Leadership Teams consisting of experienced individuals from across the Trust, these are established across schools and also expand into sub-networks and teams. By working together, we can develop excellence in our offer. Our leaders and staff work collaboratively to build and share expertise by reviewing and developing best policy and practice which is research led and evidence based.



Our children enjoy the opportunities they have to meet and take part in events, activities and projects with pupils in other Kaleidoscope schools. In this way they see themselves not only as members of their own schools, but part of the wider Kaleidoscope community

# About Becket Primary

At Becket we pride ourselves in being a community of learners.

It is a school where we make time for children, listen to their needs, hopes and fears and support them in becoming effective, ambitious and successful adults.

We believe that learning is a life-long process and that belief informs all that we do. Ours is a school where relationships are strong, and this enables children to have a safe platform from which to explore their ideas, take risks and develop their understanding of the world.

At Becket, you can expect us to work closely with parents, to be kept informed, to expect the school to listen to views and incorporate them in our strategic planning and to be enabled to participate in school and community events. In fact, our continued success depends upon it!

As part of the Kaleidoscope MAT, an exclusively Primary MAT, our aim is to share good practice, resources and training to ensure the children get a family feel but receive an expert, outward-facing view of the wider community and access to a wider range of activities and experiences shared with six other like-minded schools.

Link to Becket website:

<https://www.becketprimary.co.uk/>



Link to Ofsted Report (19 and 20 January 2022):

<https://files.ofsted.gov.uk/v1/file/50177914>

## School Information Summary

<b>School Address</b>	Tavistock Road, Worle, Weston-s-Mare, BS22 6DH
<b>Local Authority</b>	North Somerset (802)
<b>Age Range</b>	2-11
<b>Phase of Education</b>	Primary
<b>School Type</b>	Academy converter
<b>Gender of Entry</b>	Mixed
<b>Ofsted Rating</b>	Requires Improvement (Last inspection: 20 January 2022)
<b>Religious Character</b>	Does not apply
<b>Diocese</b>	Not applicable
<b>School Capacity</b>	252
<b>Number of Pupils</b>	201
<b>Percentage of Pupils eligible for Free School Meals</b>	34.8%

# About Hutton CE Primary

We aim for the highest quality of education for all our pupils. We believe it is important to provide the widest possible range of learning opportunities to enable all pupils to develop their own talents and abilities in a variety of curriculum areas.

As a church school we aim to apply Christian values to everything we do in school. We like to achieve an extended family atmosphere in school to promote a feeling of belonging to a caring community, which in turn creates confidence and security for the children. We encourage all our parents to have regular contact and discussions with us about all aspects of their children's education.

As a Church of England school, we strive to provide a warm and friendly environment for all, with a strong Christian ethos throughout. You can find out more about how we maintain a strong Christian ethos by reading our [SIAMS report](#).

We are very proud of the Christian Ethos of our school, and celebrate this with our Good SIAMS report (Outstanding for Collective Worship), and the Silver RE Quality Mark.

As part of the Kaleidoscope MAT, an exclusively Primary MAT, our aim is to share good practice, resources and training to ensure the children get a family feel but receive an expert, outward-facing view of the wider community and access to a wider range of activities and experiences shared with six other like-minded schools.



Link to Hutton website:

<https://huttonceprimaryschool.co.uk/>

Link to Ofsted Report (9 and 10 February 2022):

<https://files.ofsted.gov.uk/v1/file/50180147>

## School Information Summary

<b>School Address</b>	Church Lane, Hutton, Weston-s-Mare, BS24 9SN
<b>Local Authority</b>	North Somerset (802)
<b>Age Range</b>	4-11
<b>Phase of Education</b>	Primary
<b>School Type</b>	Academy converter
<b>Gender of Entry</b>	Mixed
<b>Ofsted Rating</b>	Good (Last inspection: 10 February 2022)
<b>Religious Character</b>	Church of England
<b>Diocese</b>	Diocese of Bath and Wells
<b>School Capacity</b>	210
<b>Number of Pupils</b>	207
<b>Percentage of Pupils eligible for Free School Meals</b>	11.6%

# Your Application

It is important that you complete all sections of the application form and that you provide full information in each section. Your application form should be completed in black ink or ball point or be typed to facilitate photocopying. You are asked to tabulate your experience and additionally to submit a letter setting out the main points of your application. CV's will not be accepted.

Referees must be able to comment authoritatively on your personal and professional competence and must include your current employers or their authorised representative.

Reference is made on the application form that you must disclose whether you are related to anyone within the School or if you have any financial interest in contracts with the School or pending tenders; or if you are currently employed by the School. Canvassing for appointment disqualifies.

**The closing date for receipt of applications is: Noon – Monday 10<sup>th</sup> March 2025**

Interviews are expected to be held

w/c **24<sup>th</sup> March 2025**

**Please address your application to:**

Jo Walters (CFO)

**Kaleidoscope MAT**

C/O St Martin's C of E

Primary School, Spring Hill,

Worle, Weston-super-Mare,

North Somerset, BS22 9BQ

E-mail: [office@kaleidoscopemat.co.uk](mailto:office@kaleidoscopemat.co.uk)



Please note: This post is considered to be a customer-facing position; as such it falls within scope of the Code of Practice on English language requirement for public sector workers. Kaleidoscope MAT therefore has a statutory duty under Part 7 of the Immigration Act 2016 to ensure that post holders have a command of spoken English sufficient for the effective performance of the job requirements. The appropriate standards are set out in the person specification. These will be applied during the recruitment/selection and probationary stages.

## **The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020**

This Act recognises the principle that people who have been convicted of an offence should not, as a result, be discriminated against for the rest of their lives and therefore it prohibits discrimination in employment within defined limits.

Some posts are exempt from the Act and these include those involving work with children, the elderly, with persons suffering from serious illness, with people with disabilities and for certain professions where the highest integrity is expected including employment in finance, legal, medical and security services.

**The post you are applying for is 'exempt' under the Act.** You are therefore required to provide details of ALL current (unspent) and 'spent' convictions or pending cases, cautions bind-over orders, reprimands and final warnings including dates and sentences. In connection with this, you will be asked to complete a self-disclosure form before interview and bring this with you in a separate, sealed envelope marked 'Confidential'.

The envelope will only be opened, and the information reviewed where a conditional offer of employment is made as part of our vetting checks. All unopened self-disclosure forms of unsuccessful applicants will be securely disposed of.

You are also required to complete the declaration on the application form.

**Please note:** You do not need to declare any criminal record information that is now filtered under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020. This law came into force in November 2020. As a result, certain cautions and convictions are now considered 'protected' and therefore filtered from Standard or Enhanced DBS checks. Further guidance on whether a conviction, caution, final warning or reprimand is eligible to be filtered can be found at: <https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>

### **What will happen if you are offered the post**

If you are offered the post, we will ask for evidence of your identity, your right to work in the UK and your qualifications. We will ask you to complete an application form to obtain a certificate of enhanced disclosure from the Disclosure and Barring Service, unless we have agreed to accept a previous certificate issued and carried out a status check using the DBS Update Service which has confirmed there is no additional information available since the certificate was issued.

If you have been a resident overseas for three months or more over the past five years, or beyond the last 5 years have worked with children or young people overseas or you were born overseas, we will ask you to apply for an overseas criminal record check. The application process for criminal records checks or 'Certificates of Good Character' varies from country to country. The Home Office provides [guidance on applying for criminal records checks for overseas applicants](#).

We will also check:

- Whether you are barred from working with children in regulated activity, where relevant. It is a criminal offence for someone who appears on the Children's Barred List to engage, or seek or offer to engage, in the regulated activity from which they are barred;
- Whether you are disqualified under the Childcare Act 2006 and the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018.
- Whether you are prohibited from teaching by the Secretary of State preventing you from carrying out teaching work in schools.
- Whether you are subject to disciplinary sanctions, which were imposed by the GTCE prior to its abolition in 2012.
- Your qualified Teacher Learning and Skills (QTLS) status with the Society for Education and Training, where relevant; and
- That you are medically fit to undertake the role.

### **False Information**

Please note that providing false information could result in your application being rejected or your dismissal from employment if you are appointed. The matter may also be referred to the police if we consider that you may have committed a criminal offence.



# Job Description

## School Bursar Job Description

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

**Hours:** 18 – 20 (Term Time Only + 1 additional week)

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

**Reporting to:** CFO & Executive Head



## Purpose of the Role of School Bursar

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, Headteacher and CEO 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 and general administrative matters. You will be working within both a school and the central trust office environment.

## Duties and Responsibilities

### Finance and Budgetary control

- To provide a comprehensive financial management service to budget holders, headteachers and the CFO, to include:
- Preparing, presentation and review of the school's Annual Budget in line with the Trust Budget Policy to the headteacher and CFO before final draft for the Trust board.
- Monitoring the school's financial position against the agreed budget throughout the year, including production of financial control information and explanations about the current position
- Costing and monitoring proposals for any change relating to staffing, supplies and services ensuring best value is received and in line with existing trust contracts and services
- Developing and applying policies implemented by the school and the Trust board
- Have a sound understanding of school income including the pupil premium grant and how to track its effectiveness
- Find and help to implement appropriate methods of income generation that can be used to acquire extra funds for the school's
- Contribute to the generation of school's income through the bid and grant applications made to support various school initiatives
- To ensure that the school's accounting procedures are sound and in accordance with good accounting practice and the requirements of the Trust's Finance Policy, Trust's auditors and the Academy Trust Handbook.
- To manage the local payments system
- Have overall responsibility for the receipt, safekeeping and banking of all monies received by the school
- To liaise with the CFO on financial issues affecting the school and prepare for the visits 3

times a year.

- To work with the CFO for Benchmarking Finance and implementing any recommendations.
- To be the point of contact for the schools for any internal audit, taking action on any recommendations or action plans
- Providing any relevant Month and Year end returns and reports
- Supporting the central trust team as required with any of the items listed above

### **Purchasing / Procurement**

- Achieving best value at all opportunity in relation to contracts and services in line with the Trust's Finance and Tendering policy
- Supporting the Trusts collaborative approach in trust wide contracts and services and using these within your schools
- Monitor service level agreements and contracts to ensure effectiveness of delivery and value for money is maintained
- Supporting the CFO and SFOO as required with procurement and tendering projects for the Trust.

### **HR & Payroll**

Working with the trust office to complete the monthly payroll.

- Acting as the point of contact for payroll related queries across the schools
- Overseeing the smooth operation of the HR (Access) function for the schools and with support from the central office
- Preparing and submitting monthly data required to complete the monthly payroll
- Be actively involved with the recruitment process of new staff, being able to identify the skills, knowledge and understanding that will be required by candidates
- Submitting any new staff requests, contract variations and leavers in line with Trust policies to the central team in a timely manner
- Overseeing any related HR or Payroll administration tasks
- Reconciling the payroll against budgets and actioning any variations.

### **Premises, Health and Safety and Compliance**

- Support the SFOO and Headteacher with effective management of Health and Safety and Compliance policies and processes for your schools
- Ensure that Health and Safety and compliance programmes function effectively and within budget
- Support the SFOO and Headteachers with the development of facilities and maintenance of buildings and grounds across the schools
- Ensure appropriate reporting liaising with the CFO to maintain and develop the Trust Asset Register
- Work with the SFOO and Headteacher to develop and support the Schools Condition survey report and estate plans
- Support the CFO and SFOO with the trusts Sustainability and Climate change plan.

## **General Duties, Safeguarding and Administration**

- Contribute to, and model, the Trusts vision, values, learning styles, leadership styles and ethos
- Work as part of the SLT and be a positive and proactive advocate of the trusts continued progress and success
- Be a highly involved member of the school's community and be active in aspects of school life, including developing positive relationships with staff, pupils and parents
- Understand the school and trusts safeguarding policies and ensure any training is completed and kept up to date.
- Maintaining excellent safeguarding standards across the schools
- Understand safer recruitment practices, pre-employment checks and the DBS
- Ensure the schools and trust policies are circulated, read and understood by relevant members of staff and ensuring a new starter receives the policies
- Work with and maintain administrative systems, ensuring maximum efficiency is achieved
- Be familiar with data protection legislation and how it impacts school practices, in liaison with the DPO
- Understand the management systems used within the schools and ensure they are kept up to date
- Handle sensitive and/or confidential data in adherence with data protection regulations
- Prepare any information required for publication and returns for the relevant bodies such as the LA and DFE
- Complete KMAT training and attend any Trust meetings.

## **Key Accountabilities**

### **Contribute to the ethos and aims of the Trust**

- To ensure at all times that the duties of the post are carried out in accordance with Trust Policies
- To maintain a professional, enthusiastic, approachable and effective working environment to promote Kaleidoscope's ethos across our trust
- To remain up to date and compliant with all trust policies and CPD requirements
- To ensure compliance with all Health and Safety legislation, risk assessments, risk management and associated codes of practice and school policies
- To work with the CEO, CFO and Headteachers to ensure efficient, professional and economic operations of the individual schools
- To review and develop working practice by developing and maintaining effectiveness as a member of the Trust staff through taking responsibility for own continuing professional development
- To undertake any duty or responsibility that the CEO, and CFO asks relevant to the Trusts needs as required and are commensurate with the grade.

Kaleidoscope Multi Academy Trust are committed to ensuring outstanding safeguarding procedures and to promote the welfare of our pupils. The post holder is subject to the provisions of all child protection legislations, recruitment checks, DFE requirements, school level policies and Kaleidoscope's central policies governing staff who work with children.

Central to the planning and systems of Kaleidoscope Multi-Academy Trust are our 5 **C**'s:

Our schools are **C**hild-centric (focusing on the whole child)

**C**reative and innovative

**C**ommunity focused

**C**ollaborative but distinctive

We have a **C**ulture of high expectations and excellence, striving for and sharing best practice.

*Please Note:* This job description may be amended at any time following consultation between the CEO, CFO and Kaleidoscope Trust Board.

# Person Specification

## School Bursar Person Specification

**Salary Scale:** JG7 SCP24-27 (£31,314 - £37,035 depending on experience)

**Reporting to:** Executive Head & CFO



*The successful candidate will meet all or most of the following criteria (below). These will be assessed through application forms, certificate of qualifications and interview.*

E = Essential

D = Desirable

<b>Education/training/qualifications</b>	<b>Essential/ Desirable</b>
A minimum of 5 A-C GCSE's or equivalent including English and Maths	E
School Business Management qualification e.g. CSBM, DSBM, ASDBM	E
Relevant degree, equivalent qualification or recognised finance management certificate	D
<b>Experience</b>	<b>Essential/ Desirable</b>
Significant experience in financial services and experience of setting and managing budgets	E
Financial or accounting background and the preparation of financial information for others	E
Experience of using management information systems	E
Understanding of data protection legislation and requirements	E
Experience in managing school human resources including knowledge of managing employment contracts	E
Experience of managing school contracts and service level agreements	E
Ability to communicate well with all stakeholders	E
Understanding the role of ICT in school administration	E
Accounting and management reporting experience in a school or other large organisation	D
Working as part of a school's SLT	D
Experience of managing and implementing strategic plans and financial reporting	D
<b>Knowledge, understanding and skills</b>	<b>Essential/ Desirable</b>
Understanding safeguarding procedures within a school environment	E
Knowledge of financial and accounting procedures	E
A good understanding of the principles behind school funding, monitoring budgets and reviewing progress	E
Knowledge of health and safety management in a school	E
The ability to present a wide range of specialised information to both school staff and others	E
The ability to prioritise workload with conflicting deadlines, whilst maintaining a high level of accuracy and attention to detail	E
Ability to problem solve and create innovative solutions	E
Possess excellent ICT skills with a sound knowledge of software packages such as Microsoft	E
Capacity for, and interests in, enhancing further personal development	D

Knowledge of school systems – e.g. Access and ScholarPack or equivalent	D
<b>Personal attributes and competencies</b>	<b>Essential/ Desirable</b>
Committed to promoting high-quality care for pupils	E
Dedicated to promoting their personal development and achieving desired qualifications	E
Proven ability to deal sensitively with people	E
Flexible and approachable	E
Committed to contributing to the wider school and its community	E
Capable of handling a demanding workload and successfully working to deadlines	E
Professionally assertive and clear thinking	E

#### Additional requirements

<b>The successful candidate will have:</b>
<ul style="list-style-type: none"> <li>• A calm and organised nature.</li> <li>• Excellent verbal and written communication skills.</li> <li>• Excellent time management and organisation skills.</li> <li>• A flexible approach towards working practices.</li> <li>• High expectations of self and professional standards.</li> <li>• The ability to work as both part of a team and independently.</li> <li>• The ability to maintain successful working relationships with other colleagues.</li> <li>• High levels of drive, energy and integrity.</li> <li>• A commitment to equal opportunities and empowering others.</li> </ul>



# KALEIDOSCOPE

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[www.kaleidoscopemat.co.uk](http://www.kaleidoscopemat.co.uk)

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

01934 640941