

*St. Bernard's Catholic School is committed to safeguarding and promoting the welfare of children and young people.*



One family, following Christ, learning together, making a difference

**Applications are invited for a**

**Bursar\* Grade 4 £34,434 - £41,771**

**(\*Finance in conjunction with DRB finance)**

**36.5 hours per week – banked holiday hours**

**at St. Bernard's Catholic School, Moseley, B13 9QE**

**Required for April 2026**

The Governing Body is seeking to appoint a knowledgeable and skilled individual to join our team and lead our office here at St Bernard's.

The successful candidate will

- ❖ be an experienced Bursar/Office Manager
- ❖ or
- ❖ have other relevant experience in a school environment.

There is an expectation that the successful candidate will hold the Certificate in School Business Management (CSBM) and or (DSBM) or be committed to obtaining them.

- ❖ be responsible for all aspects of the school's business including: Finance and Budgeting, Facilities, Health & Safety, HR, and Line Management of Support Staff.
- ❖ work in partnership with senior leaders and report to, and advise, the Governing Body.
- ❖ have excellent communication and organisational skills
- ❖ have an in-depth knowledge of MIS systems - preferably Bromcom
- ❖ be friendly, flexible, professional and hardworking

The successful candidate will be willing to support the Catholic ethos of our school, with an ability to work well with others as part of a team whilst also using their own initiative. A positive approach to working with children is essential as is a commitment to our safeguarding procedures.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

Closing date: Monday 2nd March 2026 at 9am

Interviews w/b Monday 9<sup>th</sup> March 2026

Informal visits are welcome and **encouraged**. For an application form and further information please contact the school on 0121 464 3795

*If you are interested, please contact school at [p.foleyt@st-bernards.bham.sch.uk](mailto:p.foleyt@st-bernards.bham.sch.uk) for a recruitment pack and application form. They can also be found on our website at <https://www.st-bernards.bham.sch.uk/latest-news/school-vacancies>*

*Informal visit welcome and encouraged.*