

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 9th 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 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.