



# St. Peter's C.E. Primary School

Holmans, Ardingly, West Sussex, RH17 6UQ

Telephone: 01444 892314 Email: [office@st-peters.school](mailto:office@st-peters.school)



March 2023

Dear Applicant,

Thank you for expressing an interest in the role of School Bursar here at St. Peter's C.E. Primary School. As a church school, proud of its Christian Ethos, we seek to provide a loving, caring and supportive learning environment where children feel safe and happy to learn. We aim to unlock the potential inside each and every unique individual and everyone working in our school is expected to share this commitment.

Our school vision of **Achieve-Believe-Create** leads all we do to prepare our children for the journey of life. St. Peter's is a fantastic school with a supportive and committed community. We are very proud of our broad and balanced curriculum, sporting tradition and the wide range of extra-curricular opportunities available to our pupils. Your role as School Bursar would be to manage the school's finance systems, be responsible for personnel management and oversee some elements of premises management.

The post is for 12 hours a week, term time only, with some flexibility regarding the exact days and hours worked. You will have received the job description and person specification relating to this position. I hope that along with our school website, the information is useful in helping you to make a decision about applying for this post in our dynamic school. When applying, please complete the application form and provide a supporting statement stating why you should be appointed including details of your suitability for the post. Please note that CVs will not be accepted. Please also supply the names of two referees, giving details of your relationship to them.

The most important part of St. Peter's is our motivated and inquisitive children, and the best way to learn about them and the school is to come for a visit. We encourage all applicants to visit us where ever possible so that you can be sure that we are the right school for you. Please contact the School Secretary, Ms Gina Griffin, on 01444 892314 or [office@st-peters.school](mailto:office@st-peters.school) to make arrangements. I look forward to meeting you.

Yours sincerely,

Mr Jamie Savage  
Headteacher



[www.st-peters-sch.uk](http://www.st-peters-sch.uk)

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