



St. Peter's C.E. Primary School

Holmans, Ardingly, West Sussex, RH17 6UQ

Telephone: 01444 892314 Email: office@st-peters.school

Headteacher: Mr J. Savage Chair of Governors: Mrs K. James



School Bursar

Salary: Grade 7 – 12 Hours per Week (Term Time Only – Exact hours to be negotiated)

Are you a motivated individual who demonstrates a wide range of financial skills always aiming to **ACHIEVE** a high standard of work?

Do you **BELIEVE** that planning, prioritising and organisation are the key to success?

Can you help **CREATE** a plan for the future through the management of the school's finances whilst staying true to our core purpose and values?

We are seeking to appoint a diligent, well-organised and strategic individual to lead on school finances in our vibrant, welcoming and supportive village school. For your application to be successful, you will be able to offer:

- excellent administrative skills and previous financial experience;
- competence in budgeting, accounts management and staff pay;
- an ability to work under pressure, meet deadlines and use own initiative;
- relevant IT skills supportive of the wide range of modern day communications;
- a friendly, open and positive disposition;
- wide ranging organisational and people skills including patience, tact, efficiency, flexibility and confidentiality; and
- experience of working in a school environment (desirable but not essential).

St. Peter's is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment. We are an equal opportunities employer. The post is subject to a full Disclosure and Barring Service and qualifications checks, a health check and satisfactory references.

This is a permanent appointment with a six month probationary period, subject to satisfactory service. School visits are actively encouraged, please contact the School Secretary, Ms Gina Griffin, on 01444 892314 to arrange a visit. Your application form and accompanying letter, should be posted or emailed to office@st-peters.school. Please note that CVs will not be accepted.

Start Date: ASAP
Salary Range: £25,409 - £27,852 (pro rata)
Closing date for applications: Friday 14th April 2023
Interviews: Week commencing Monday 24th April 2023



www.st-peters-sch.uk

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