



LANGLEY HALL DRIVE, SUTTON COLDFIELD, B75 7NQ

Bursar

36.5 hours per week (term time only)

Start date: 5 September 2022

There is an opportunity to start prior to this date if the successful candidate is available

Salary: Grade 4 - points 23-31 £28,226 - £35,336 pro rata

The Head Teacher and Governors are looking for a suitably qualified person to take on the role of school Bursar. The successful candidate will be hard working and must be able to provide financial and HR support, with a smile and a 'can do' approach.

You will need to:

- Have considerable experience of financial procedures including budget monitoring, production of financial reports and data input.
- Demonstrate efficient ICT skills using a variety of office based computer systems, particularly Financial Management Systems, Microsoft Word and Excel.
- Have excellent organisational skills, be self-motivated and be able to manage your own workload effectively, whilst also line managing other employees.
- Have a professional attitude, being able to work accurately to tight deadlines in a calm and flexible manner.
- Take ownership of tasks.
- Communicate clearly and effectively with all members of the school community and visitors.

We can offer you:

- A happy, caring school with an inclusive ethos.
- A friendly, supportive staff team and Governing Board.
- A popular school with supportive parents and enthusiastic children who enjoy learning
- An opportunity to use your skills and develop professionally

Informal Visits to the school are welcome on Wednesday 8 June 2022 at 3:30pm Please email jobs@newhall.bham.sch.uk to confirm your attendance

Closing Date: Monday 20 June 2022 – 9:00am

Interviews will be held on: Wednesday 29 June 2022

For an application form, Job Description and Person Specification please visit the school website www.newhall.bham.sch.uk, email jobs@newhall.bham.sch.uk or contact the school office on 0121 464 5170.

Completed applications should be returned direct to school via post or email.

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

This job involves working with children and is therefore subject to advanced disclosure check through the confidential process administered by the Disclosure Baring Service. A conviction may not exclude candidates from the job, but it will be considered as part of the recruitment process. Our school is committed to safeguarding and promoting the welfare of all children and young people and expects all staff to share this commitment.

New Hall Primary School is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender, reassignment, religion or belief, marital status or pregnancy or maternity.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Which means that when applying for certain jobs and activities certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Further information about filtering offences can be found in the [DBS filtering guide](#).