**School Bursar**

* **Closing Date:**  **Friday 20th September 2019**
* **Interview Date(s): Thursday 26th September 2019**
* **Job Start Date*:* asap**
* **Contract/Hours: Permanent, Part-time**
* **Salary Type: NJC Support Staff**
* **Salary Details: Grade 7 (£22,462 to £24,799, pro-rata, per-annum)**
* **Hours of Work: 18 hours**
* **Location of Role: Harting CE Primary School**

**Job/Person Summary**

This is an opportunity for someone to work within a caring and friendly team at a small rural primary school, situated between Petersfield and Chichester in the South Downs. We are looking for a school bursar (and administrator). There may be some flexibility in the hours but it is anticipated that the bursar role will be over two to three days

We are looking for someone who is:

* A positive and effective communicator, confident in liaising with colleagues, children, parents, governors and outside agencies
* Experienced in working at a senior level in administration with good organisational and literacy skills
* Experienced in budgeting and financial accounting
* Determined to ensure that we achieve the best value for money in achieving our educational goals, supporting the values and aims of the head teacher
* Skilled at using IT and preferably experience in using SIMs and FMS, although training can be provided for the right person
* Able to maintain confidentiality at all times
* Able to provide a clear, enhanced DBS (which will be applied for if successful)

Other skills we are looking for are:

* Experience of managing databases.
* Experience of West Sussex County Council finance systems. (Training for these programs is available).

**Application Procedure**

Further information is available by email head@harting.w-sussex.sch.uk or by phoning the school office on 01730 825388 (from 2nd September 2019) or the school website [www.harting.w-sussex.sch.uk](http://www.harting.w-sussex.sch.uk)

Visits to the school are positively encouraged; date to be arranged after 2nd September 2019.

Harting Primary School is committed to safeguarding and promoting the welfare of children and young people and expect staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this. All successful candidates will be subject to Disclosure and Barring Services checks along with other relevant employment checks.