

CHRIST CHURCH BENTINCK CE PRIMARY SCHOOL

Cosway Street

London NW1 5NS

Tel: 020 3 351 4135

email: office@ccbprimary.co.uk

website: www.ccbprimary.co.uk

Headteacher: Mrs Tyrrell



Required for June 2024

Bursar

Inner London Broadband

Full time/Part-time (Term time only including INSET days, plus 1 week = 40 weeks per year)

Salary: Band 3 Step 5:

£42,266 per annum TTO/PT 97%, 40 weeks FTE £49,071. Approximately 35 hours per week (5 days x 7 hours)

£29,241 per annum TTO/PT 66.67%, 40 weeks FTE £49,071. Approximately 24 hours per week (3 days x 8 hours)

The days of work can be negotiated.

The Governors of this outstanding school, known for its high expectations and nurturing ethos, are seeking to appoint an enthusiastic and experienced bursar to join a professional, dedicated and hardworking team.

The successful candidate will have:

- A people-focused approach with a positive 'can do' mind-set and excellent financial competence
- Experience of leading and managing the finance strategy and operation of a business or school to achieve the best service outcomes
- Excellent interpersonal and communication skills - bringing energy, resilience and enthusiasm to the work place when engaging with the Head Teacher and Governors to drive school improvement
- Creative ideas to ensure the school is continuously improving and getting value for money

The school offers the opportunity to:

- Enjoy a stimulating, rewarding and high-profile career within a genuinely exciting business where there is the potential for career development
- Be surrounded by a motivated and highly professional supportive team
- Engage with thoughtful, warm-hearted children who are eager to learn and consistently demonstrate excellent behaviour, and foster connections with a variety of stakeholders within the vibrant school community

For further information, please view the attached Job description and Person Specification

How to apply:

Application packs are available via email to: office@ccbprimary.co.uk and from the school website

www.ccbprimary.co.uk

Visits are encouraged and can be arranged by contacting Mrs Elmonawir, Bursar on 020 3351 4135 or by email. Visits to the school are warmly welcomed and encouraged.

Tour of the school:

Week beginning Monday 18th March

Closing date for applications:

Monday 15th April

Short listing date:

Tuesday 16th April

Interviews:

Friday 19th April

The governors of our school are committed to safeguarding (KCSIE) and promoting the welfare of children and expect all staff and volunteers to share this commitment.

The successful applicant will need to undertake an Enhanced Disclosure via the DBS.

An initial offer of appointment will be made to the successful candidate and will only become a substantive position subject to appropriate references along with evidence of original documents for qualifications, health etc.