

SCHOOL BURSAR

Permanent FTE required from September 2025

Salary: Grade 8/9 depending on experience. (£31,856 - £35,235 per annum)
Term Time Only, plus INSET days, plus 2 weeks in the summer holidays (pro rata
salary approx. £28,793-£31,847 per annum)

Hours: 37 hours per week (Monday-Thursday 8.30am-4.30pm, Friday 8.30am-4pm)
½ hr unpaid lunch

Closing date: Thursday 7th August 2025 at 12 noon

Interview date: Shortlisted candidates will be notified on Monday 11th August for
interview on Wednesday 13th August 2025 (with some flexibility due to the school
summer holidays)

**'Staff are enthusiastic about working at the school. They are also very positive about leaders'
attention to their well-being. Leaders are considerate of staff workload.'** – *Ofsted report*

We can offer you:

- A supportive and strong team, which recognises the importance of staff wellbeing.
- Ongoing support with continuing professional development to enhance staff expertise
- A school with good transport links

We are looking for someone to:

- Have responsibility for strategic and operational management of finances
- Maintain a strategic financial plan, including forecasting future years budgets
- Oversee, develop and implement financial procedures
- Manage effective financial services to the school
- Ensure adherence to financial regulations, providing advice to other staff and the senior leadership team
- Manage the financial management system (Bromcom)
- Analyse the current and future variations in income, outgoings/expenditure and trends
- Produce annual and statutory returns
- Provide budget planning and management in relation to the school funding
- Report and analyse budget variance, providing options and advice for over and under spends

What we expect from you is:

- Excellent communication skills
- Excellent use of ICT
- Flexibility and ability to respond to changes in plans rapidly
- A team player who enjoys a challenge but can also work independently

Please see our website for an application form and further details.

THE ANGMERING SCHOOL, STATION ROAD, WEST SUSSEX, BN16 4HH Tel. 01903 772351 Fax 01903 850752

e-mail recruitment@theangmeringschool.co.uk website www.angmeringschool.co.uk

The Angmering School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. . The post is subject to a Criminal Records Check. **Only completion of all appropriate forms will be considered for short listing.**