



“Be Kind ~ Be Your Best ~ Be Happy”

Bursar/Office Manager Vacancy at Clipston Endowed VC Primary School

**The Board of Governors is advertising for a Bursar/Office Manager to start ideally in
November 2022**

This permanent post is for 25 hours per week, 40 weeks per year and will be supported by a part-time Administrator, who currently works 24 hours per week. The salary will be on Grade H – Points 14-20, based on experience. The school office is open from 8.30 am to 4.00 pm, Monday to Friday and the actual hours worked will ensure that the office is always manned during these times.

Please request an application pack from the Bursar, Mrs Joy Price, or from the vacancies section of the school website: clipstonprimaryschool.org. If you would like to visit the school, please arrange a convenient time by contacting Mrs Helen Rhodes or Mrs Michelle Martin in the school office: 01858 525261 or office@clipston.northants.sch.uk

Description:

Clipston is a small, rural, Church of England primary school with a superb team of friendly, dedicated and happy staff who gel very well together. Our Governors are supportive and friendly, whilst maintaining a realistic level of challenge. We all work hard and the children are at the heart of everything we do. Our Head Teacher is, however, very keen that we maintain a sensible work-life balance. Our staffroom at break and lunchtimes is a friendly place to be; we have time to offload and there is also lots of laughter! At our recent OfSTED in March, we retained our Good outcome – so if you'd like to join a team of hard working, forward thinking educationalists, Clipston is the school for you!

Requirements:

We are looking for a kind, resilient and hard-working bursar with a happy personality and a positive, “glass half full” mind-set. Ideally, you will have had experience of working in a school office environment with budget setting responsibilities. You should have good communication and IT skills; being able to work under pressure and to deadlines. You must be able to build good relationships with the staff team and present a professional, efficient

and welcoming face to parents and visitors alike. You will be confident in managing the school budget, being aware of “pinchpoints” and able to discuss budget allocations at length with the Headteacher and Governors.

We have a dedicated, hard-working staff team and you will need to be prepared to be “hands on” with a wide variety of tasks outside of the role of Bursar. Village life is an integral part of our school community and staff are expected to support the school’s aims of maintaining the high profile of the school within the village.

The Governors and staff at Clipston Endowed VC Primary School are committed to safeguarding and promoting the welfare of children and they expect all staff, volunteers and visitors to share this commitment. This post is subject to safer recruitment practices and all necessary checks will be made prior to employment commencing.

Closing date: Friday 23rd September 2022 at 9.00 am

Interviews: Proposed – Friday 30th September 2022 in the morning.