



Alsager Highfields
Community Primary School

Mighty oaks from small acorns grow

Fairview Avenue, Alsager, ST7 2NW
Headteacher: Mrs Rachel Woollam

Start date: 5th September 2022

(Revised) **BURSAR** [AAAE 5044]

37 hours 8.00 am – 4.00 pm [3.30pm on Fridays] including a half hour lunch break
Term time plus 2 weeks, with potential for one additional week
to be worked during school closures subject to agreement

Grade 7; scp 18 – 23 £22,395 - £ 25,428 p.a. (actual salary)
(Full-time equivalent: £25,419 - £28,226)

A skilled and enthusiastic Bursar with experience of working in a Financial / school administration environment to join Alsager Highfields Community Primary School. The post holder will be responsible for developing, implementing and managing the school's office, administrative and financial systems.
To lead, motivate, develop and train clerical staff and / or other non-teaching staff.
Oversee pupil records
Identify funding opportunities

An educational background and knowledge of SIMS.net, ParentPay and excel would be an advantage but training will be provided.

Closing date: 10am on Tuesday, 12th July 2022

Interviews to be held Monday 18th July or Tuesday 19th July

Full details and an application form can be downloaded from our website:

www.alsagerhighfields.com

or contact us on 01270 882472

Please return application forms to recruitment@alsagermat.org

*The appointment is subject to satisfactory pre-employment checks, including an enhanced DBS disclosure.
Alsager Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment*

Alsager Multi Academy Trust is a charity and a company limited by guarantee registered in England and Wales with company number 8597784 and having its registered office at Hassall Road, Alsager, Cheshire, ST7 2HR