Logo, company name

Description automatically generated**Eton Wick C of E First School**

**BURSAR**

22.25 hours over 5 days *(specific hours can be negotiated)*

Term time, plus 5 days

Required December 2024 or sooner

Salary: Scale 6 range 18 – 22 (32,861 - £35,103) pro rata

We are looking to appoint a Bursar to our wonderful village school who will complement our existing team

We are:

* a one form entry First School judged ‘Good’ by OFSTED (September 2021)
* a hard working, dedicated team of practitioners who strive to ensure the very best for all of our children
* keen to support and develop any new member of our team to reach their full potential.

We are looking for someone who:

* has excellent communication and interpersonal skills.
* can maximise the school’s resources and manage them efficiently.
* will be able to prioritise work during busy times.
* ideally has previous experience of Financial Management Systems in schools, although training will be given.
* has a common sense and flexible approach to work.
* has a sense of humour and is willing to join a team where we all do a little bit of everything!

*‘Children relish learning at Eton Wick’ Ofsted Sept 2021*

Please check the job description and person specification on our website for more details.

Viewing our school is warmly encouraged. Please call our school office to obtain further information and an application pack.

**Applications will be considered upon submission and interviews arranged accordingly**

*The Governing Body of Eton Wick CE First School is committed to safeguarding and promoting the welfare of the children. Any offer of employment will be subject to a satisfactory DBS Enhanced disclosure and satisfactory references.*

*Eton Wick C of E (Controlled) First School Sheepcote Road, Eton Wick, Windsor, Berkshire SL4 6JB*

*Tel: 01753 860096 Email:* [*office@etonwickschool.org.uk*](mailto:office@etonwickschool.org.uk)

[*www.etonwickschool.org.uk*](http://www.etonwickschool.org.uk)