

Bursar

Full time, full year, permanent, on site

8.00am-5.00pm Monday to Friday

Salary dependent on experience

Our Lady of Sion School is a small, caring community where students and staff thrive. We belong to a world-wide family of Sion schools and our ethos is hugely important to us and all other Sion schools around the world. The School is a thriving co-educational establishment offering an all-round education for boys and girls from 3 to 18 years old, not only priding itself on its excellent academic record, but also pupils' personal development is regarded as equally important.

The Bursar is a key member of the Senior Leadership Team, managing the support staff. This is a wide-ranging role, combining financial leadership and asset management with broader responsibilities in a friendly and successful academic community. Along with financial oversight, the bursar will oversee health and safety, human resources along with legal and compliance obligations including data protection and the Single Central Register. It is essential that the Bursar has significant experience managing staff ideally within an educational setting and embraces the School's ethos of 'Consideration Always'. The Bursar attends Governing Meetings as required and reports directly to the Headteacher.

The Ideal Candidate

What we are looking for:

- Professional accounting qualification (e.g., ACA, ACCA, CIMA, CIPFA)
- Degree in Finance, Accounting, Business Administration, or a related field
- Proven experience in financial management, budgeting, accounting, and commercial expertise. Experience of building and leading teams, recognising, and encouraging the strengths and contribution of others. Proven experience with change management
- Comprehensive knowledge of financial regulations, accounting principles, and procedures
- Awareness of the education sector's financial environment and challenges
- Knowledge of relevant legislation affecting schools, including employment law, health and safety, and data protection
- A well-qualified, industrious, and talented team player
- The commitment to care for everyone in our school community
- To support the Sion ethos of our school.

What we can offer you:

- The opportunity to join our lovely school of around 300 students aged 3-18, supported by a hugely talented and hard-working staff team
- Polite, respectful, committed students who are positive and active learners
- Excellent professional development and guidance
- An ethos of kindness and consideration that is actively lived-out

Closing date: 8.00am 26 July 2024

If you believe you have what it takes and are genuinely excited about the prospect of taking on this critical role, we look forward to hearing from you. **Please complete our online application form <https://form.jotform.com/230384617821355>**, ensuring that you provide evidence of your impact and how you would meet the requirements within the person specification.

CVs and non-standard application paperwork will not be accepted as part of the application process. The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The School may carry out online searches on shortlisted applicants and all applicants will be required to provide details of their online profile, including social media accounts, as part of their application.

The post is exempt from the Rehabilitation of Offenders Act 1974. The School is therefore permitted to ask job applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

All job applicants are considered equally and consistently to ensure that no job applicant is treated unfairly on any grounds regardless of your sex, age, disability, race, sexual orientation, gender reassignment, pregnancy and maternity, marriage or civil partnership, religion, or belief.