

BOLDMERE

Infant and Nursery

SCHOOL

Bursar – Boldmere Infant School & Nursery

Grade 4 SCP 23-31 (£33,366 - £40,476)

36.5 hours term time only

Start Date: 2nd June 2025

Permanent Position

Cofield Road, Sutton Coldfield, B73 5SD Telephone 0121 464 2338

Email: bbishop@boldmere.bham.sch.uk

An exciting opportunity has arisen at Boldmere Infant School & Nursery for an enthusiastic and inspirational Bursar who is committed to the efficient management of HR and finances of the school, ensuring that staff and children are at the heart of every decision.

Boldmere Infant School & Nursery is an inclusive three-form entry setting, comprising of our Nursery & Infant School, Boldmere Inclusion Base (BIB) and works closely with Boldmere Junior School, which is located on the same site. We are situated in the Sutton Coldfield area of Birmingham. We offer places for children between the ages of 3-7 years to ensure 'outstanding' provision for all our children.

We are looking for a Bursar who:

- Can operate, maintain and develop strong administrative and financial support for the school ensuring that all legal and safety requirements with regard to people and property are fully met
- Can ensure the most effective use of resources in support of the schools learning objectives and to have knowledge of the latest developments in schools.
- Is committed to working collaboratively and closely with the leadership team, staff and external partners to contribute to the successful and efficient financial operation of the school
- Has responsibility for finance, HR and safeguarding procedures.
- Can manage the efficient running of the school office in support of teaching and learning.
- Demonstrates highly effective communication and interpersonal skills.

- Is self-motivated, hardworking and has high expectations for all.
- Will provide a friendly, supportive, approachable face at the front of house to all of our children, families and visitors
- Is a team player, who will promote our Infant School values and ethos

We can offer you:

- An opportunity to work in a truly inclusive, ambitious and forward thinking school.
- A positive, collaborative and supportive school community.
- A caring, creative atmosphere, which achieves high standards.
- A strong and supportive leadership team and Governing Board, dedicated to genuine staff well-being and supportive of maintaining a healthy work-life balance.
- A commitment to professional development opportunities and experiences.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all employers and volunteers to share this commitment. The successful candidate will require an enhanced disclosure from the Disclosure and Barring Service. This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential for this role.

If you feel you have the necessary skills required and are interested in joining our successful team, then we would like to hear from you. Informal visits to the school are welcomed and encouraged. Please contact Becky Bishop, School Business Manager bbishop@boldmere.bham.sch.uk to book an appointment on one of the following visit dates/times:

- Thursday 1st May 11.30am
- Thursday 1st May 4.00pm
- Friday 2nd May 2.00pm
- Tuesday 6th May 11.30am
- Tuesday 6th May 4.00pm

For further information and to download an application pack, please visit the school website; job vacancies, top right hand corner: www.boldmere.bham.sch.uk

Completed applications to be emailed to bbishop@boldmere.bham.sch.uk

The closing date for the applications is Tuesday 13th May at 12.00pm. Successfully shortlisted applicants will be asked to attend an interview which will take place on Tuesday 20th May. If successful at interview, the applicant will be offered the post on the condition of suitable references being obtained and relevant safeguarding checks being completed.