



KIRKHAM
GRAMMAR SCHOOL

VACANCY: PURCHASE LEDGER CLERK

KIRKHAM GRAMMAR SCHOOL

HMC Independent Co Educational Day and Boarding School (2 18 Years)

PURCHASE LEDGER CLERK

We are looking for someone to join our busy Bursarial Department overseeing the School's Purchase Ledger function; reporting into the Bursar.

This is a full time term time position with an additional three weeks. They must be a skilled and experienced individual to support the Purchase Ledger function, with the additional financial support if and when required.

Further details and an application form can be obtained by contacting Mrs A Roberts,
HR Manager,
Kirkham Grammar School, Ribby Road, Kirkham, PR4 2BH
Tel: 01772 684462
email:a.roberts@kirkhamgrammar.co.uk

Closing date for internal applications: ongoing until a suitable candidate found, no later than 16 February 2026.

Kirkham Grammar School is committed to safeguarding and promoting the welfare of Children and young people. An enhanced DBS clearance will be undertaken by the school.