



BURSAR VACANCY

- ▶ **The post will be with effect from Easter 2025**
- ▶ **Deadline for Application: 23 February 2025**
- ▶ **Remuneration: Leadership 18 - 24 (£75,863 - £87,870) and Local Government Pension scheme**

Bishop Wordsworth's School, a high-performing Grammar School, is seeking a highly motivated and visionary individual to join us as Bursar. This pivotal role offers an exciting opportunity to make a significant contribution to the success and strategic development of our school.

As a key member of the Leadership Team, reporting directly to the Headteacher and working closely with the Governors, the Bursar will provide strategic oversight and operational leadership across a range of essential areas, including finance, estates, and support services.

Key Responsibilities:

- **Strategic Leadership:** Collaborating with the Headteacher and senior leaders to develop and implement the school's strategic financial and operational plans.
- **Finance and Operations:** Managing the school's financial systems, budgets, and reporting to ensure sustainability and compliance with academy funding requirements.
- **Support Staff Management:** Leading and inspiring the school's support staff team, fostering a culture of collaboration and excellence.
- **Health & Safety and Compliance:** Acting as the school lead on all health and safety matters, legal compliance, and administrative functions, with access to expert advice when required.
- **Site and Estates Management:** Overseeing the maintenance, development, and effective use of the school's buildings and grounds.
- **Income Generation:** Identifying and developing new opportunities for income generation to support the school's vision and priorities.

The ideal candidate will:

- Have strong financial acumen and experience in managing complex budgets;
- Demonstrate excellent leadership and organizational skills;
- Possess a strong understanding of compliance, health and safety, and estates management;
- Be a confident communicator, capable of building effective relationships across the school community and with external stakeholders;
- Have a proactive and innovative approach to problem-solving and income generation.

In return, we offer:

- The opportunity to play a key role in shaping the future of an Outstanding school with a strong sense of community and a vibrant culture;
- A supportive and collaborative environment with a dedicated Leadership Team;
- A dynamic and varied role at the heart of Salisbury, with the iconic cathedral as our neighbour;
- Access to professional development and training opportunities to support your success in this vital role.

Bishop Wordsworth's School is fully committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful candidate will be subject to an Enhanced DBS check, a Section 128 Management check, and other relevant pre-employment checks, including satisfactory references.

How to Apply:

- Further details and an application pack are available on the school's website. Please send your completed application form and covering letter to Mrs. A. Lloyd-Gilmour, HR Manager, via email at alg@bishopwordsworths.org.uk.
- If you do not hear by 10 March 2025, please assume you have not been successful on this occasion.
- We look forward to receiving your application and thank you for your interest in this exciting opportunity.