



Stanton St. Quintin Primary School  
Stanton St. Quintin, Nr Chippenham, Wiltshire SN14 6DQ  
[admin@stanton-st-quintin.wilts.sch.uk](mailto:admin@stanton-st-quintin.wilts.sch.uk)  
(01666) 837602  
Head Teacher: Karen Winterburn

## **EMPLOYMENT VACANCY**

<b>Job title</b>	<b>Primary School Bursar and Site Manager</b>
<b>Number on roll</b>	<b>62</b>
<b>Salary</b>	<b>Grade H Point 15 (£24,313)</b>
<b>Hours</b>	<b>Part Time (20 hours per week, 40 weeks per year. permanent contract)</b>
<b>Commencement date</b>	<b>As soon as possible.</b>
<b>Advertisement closing date</b>	<b>Thursday 9<sup>th</sup> January 2020 12 noon</b>
<b>Interview date</b>	<b>Tuesday 14<sup>th</sup> January 2020</b>

Stanton St. Quintin Primary School, is a small village primary school nestled in between the market towns of Chippenham and Malmesbury. Rated 'good' by Ofsted in May 2018, We have a friendly and dynamic team of staff who are dedicated to making learning challenging, exciting, infectious and fun. We are seeking a colleague who shares our school vision to motivate, to educate, to nurture.

We are seeking a committed and dynamic individual with previous school financial management experience to join our school. The School Bursar and Site Manager will be a team player who is able to multi task effectively, motivate others and demonstrate a commitment to achieving high standards. Ideally the successful applicant will possess breadth and depth of experience in a school setting along with a relevant professional qualification (eg: AAT). In addition high quality, transferable skills from a business environment or previous educational sector would be advantageous.

The successful candidate will:

- Prepare and effectively manage school budgets including the provision of accurate forecasts and projections in conjunction with the Head teacher, Governors and Senior Leaders. Monitor and control spending and take day to day control of the school's income and expenditure using Capita FMS and other financial planning tools. To include the monthly payroll, overtime and staff recruitment processes.
- Prepare financial reports and returns using Excel and other financial management tools, for the Headteacher, Governors and reporting to the DfE and Local Authority as required.
- Maximise income generation within the ethos of the school. Including out of hours lettings.
- Oversee the school's risk management, including all necessary risk assessments are completed and statutory checks are in place to meet all audit requirements.
- Liaise, negotiate and review providers of goods and services and third party contractors in accordance with Best Value frameworks.
- Take responsibility for managing school administration, the pupil and personnel database using Capita SIMs, premises management and stakeholder communications.

- Manage and supervise staff within the administrative, financial and site management functions of the school.
- Have excellent administration and organisational skills and be unflappable in a crisis.
- Possess finely honed communication and interpersonal skills and know how to use them to effectively reach different audiences.

In return we can offer the successful candidate the opportunity to be part of an enthusiastic, highly motivated and professional team of staff where school leaders are fully committed to the professional development of all our staff.

### **Additional information**

Visits to the school are encouraged. Please contact the school office to arrange a visit (01666 837602) or [admin@stanton-st-quintin.wilts.sch.uk](mailto:admin@stanton-st-quintin.wilts.sch.uk)

A full application pack is available from the school's website [www.stantonschool.net](http://www.stantonschool.net)) or by contacting the school.

**Stanton St. Quintin Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants will be subject to a full Disclosure and Barring Service check before appointment is confirmed.**