

## Job details

Job reference	SCH1578
Date posted	09/11/2021
Application closing date	21/11/2021
Location	Emmer Green Primary School
Salary	£18,294 to £19,710 Per Year

## Job category/type

Administration / Clerical, Bursar, Education, Finance, Managerial, Schools

## Bursar - Emmer Green Primary School

### Job description

Start date: January 2022

Part Time - 21 hours per week – Flexible working options available around days and hours

All year round – 52 weeks

Emmer Green is a larger than average primary school with 420 pupils and prides itself on its team spirit, motivated staff and enthusiastic and respectful children.

This is an exciting opportunity for an experienced Bursar to join our friendly and supportive team.

### Ideal candidates will:

- Have strong financial management experience, preferably in an educational setting
- Have a high level of communication skills
- Possesses integrity, honesty, perceptiveness and a commitment to fairness
- Strong interpersonal skills

### You will also need to be:

- Positive, innovative and adaptable
- Reflective and committed to continual improvement
- Able to work as part of a large team within a continually developing school.

**A visit to the school is strongly recommended. Please contact the school on 0118 937 5464 to arrange this.**

Visit the school website to find out

more: <https://www.emmergreenprimary.com>

Applications by email to [admin@emmergreen.reading.sch.uk](mailto:admin@emmergreen.reading.sch.uk)

Closing date: Sunday 21st November 2021.

Interviews will be held w/c 29 November 2021.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The appointment will be subject to an enhanced Disclosure & Barring Service check, appropriate references and health clearance.

Reading Borough Council is a Disability Confident Employer and is committed to the recruitment and continued employment of people with disabilities.

We seek the best talent from the widest pool of people as diversity is the key to our success.