**JOB VACANCY**

**Kingsley St John’s C E Primary School**

**Bursar AAAD5067 – Permanent**

**30 hours per week over 5 days (39 weeks per year)**

**Grade 6 £25,979 - £28770**

The Governing Body of this friendly Church of England Primary School are seeking to appoint an enthusiastic and committed person to join our dedicated office team.

 This key role will be to work across a range of disciplines including budget management, purchasing, human resources, liaison with contractors, and health and safety. The ideal candidate will prepare and deliver reports to the Headteacher and Governors to ensure the best practice management of the school's resources. The successful candidate will need to work accurately with an attention to detail as well as being able to develop new skills and continue to develop our systems efficiently.

He/she will need a good sense of humour and the ability to work effectively within a team, dealing with children, members of the public and parents in a warm and friendly manner.

Applicants are warmly invited to visit the school. Application forms are available from the school office – 01244 738434 (Diocese application forms only please) and are to be returned to the Headteacher, Mrs Rachel Jones, at Kingsley St John’s C E Primary School, Hollow Lane, Kingsley or head@kingsley-st-johns,cheshire.sch.uk.

Closing date Friday 14th June 12pm.

 Shortlisting will be on Monday 17th June.

Interviews to be held on Thursday 19th June.