**BURSAR- GLENESK SCHOOL**

**Country:** United Kingdom

**School:** Glenesk School

**Type of Job** School (Non-Teaching)

**Duration:** Part-Time (4 days a week, Term-Time Plus 5 weeks)

**Deadline:**  21 December 2018

**THE ROLE**

Glenesk is a co-educational pre-prep school, educating children aged 2-7 years. Our ethos is to nurture our children from Nursery through to Year 2 in a measured way, giving them time for individual development and growth. Children are prepared for a future school of the parents’ choice, which will suit both the child’s character and academic abilities, allowing their full potential to be realised in the years ahead. This is an exciting time for Glenesk, as we plan for growth and re-development in the Nursery, and other major areas of the school.

The Bursar is primarily responsible for supporting the Head to deliver and improve the financial and commercial aspects of the school’s strategic and commercial agenda. This role is responsible for the management of non-teaching staff; ensuring compliant and up-to-date contracts are in place with parents and other third parties, administration of all staff, and the development, maintenance and successful delivery of facilities whilst incorporating overall Health & Safety management.

The successful candidate will have proven experience in financial and operational processes as these are key areas to support the school. They will support the business performance management including enrolment development, and continually improve the efficiency and effectiveness of school. They will also manage financial and commercial processes and systems in facilitating effective monitoring of all finances to achieve the aims of the school.

**PACKAGE INCLUDES**

* Competitive Salary
* Contributory Pension Scheme
* Professional development
* School fee discount