

Our ref: w:JobVacancies (Bursar April 2019)

29 April 2019



Dear Applicant

VACANCY FOR SCHOOL BURSAR

Thank you for your interest in the position of School Bursar at Langtoft Primary School. We are a very hard working, friendly primary school that sets high standards and expectations for staff and children. We are looking to appoint a Bursar to work alongside the Headteacher and lead our teams of administrators, Midday Supervisory Assistants and Premises staff.

The position of Bursar is a part-time position for 25 hours per week, 39 weeks per year. Salary scale G.21-G.24 (£27,905 - £31,371 pro-rata).

I have pleasure in enclosing a copy of the person specification and general information about our school. The application form and job description are available as separate documents on our website. If you should have any queries regarding any aspect of the information provided, please do not hesitate to contact me.

Lincolnshire County Council is committed to safeguarding and promoting the welfare of children and the successful applicant will be required to undertake an enhanced DBS and Barred List check.

Visits to our school are welcomed and encouraged. If you would like to arrange a visit, please contact us by telephone on 01778 343419. May I take this opportunity to remind you that the closing date for applications is 9.00 am Friday 17 May. We will be holding interviews on Tuesday 21 May 2019.

I look forward to hearing from you.

Yours faithfully

James McCullough

Mr J McCullough
Headteacher

Enc

~ Langtoft Primary School ~

Manor Close, Langtoft, Peterborough PE6 9NB
Tel: 01778 343419, Email: enquiries@langtoft.lincs.sch.uk
Website: www.langtoft.lincs.sch.uk

Langtoft Primary School

~ About Us ~

Langtoft Primary School is situated in the village of Langtoft on the Lincolnshire/Cambridgeshire border, ten miles north of Peterborough and eight miles east of Stamford in a pleasant rural setting, close to the market town of Market Deeping.

The school consists of seven classrooms, a hall, two large communal work areas, libraries and cloakrooms, staff room and office accommodation. It has two large playgrounds – one for each Key Stage – and large, attractive grounds with a trim-trail, outdoor stage, wooden gazebo, willow tunnel, stone circle and tyre parks. There is a large and secure outdoor learning area for Foundation Stage children, which has been remodelled and extended. The school is a co-educational primary school, maintained by the local authority (Lincolnshire County Council) and is designed to take up to 210 children. There are currently 203 pupils on roll (April 2019).

The last Ofsted inspection (September 2017) identified our school as 'good'.

We benefit from highly positive relationships with the families that make up our school community. Attendance is exceptionally high. Academic standards are consistently above national averages. Staff and pupils enjoy working in the calm and focused learning environments that have been created.

Our active School Council ensures that there is always something happening in our school. They support the staff in raising funds for charities, making decisions on topics such as systems for managing behaviour and coming up with ideas for new initiatives. We are currently working towards being a UNICEF Rights Respecting School and have joined with Lincolnshire Police to establish a Mini Police force.



Our school is an ambitious one: it continues to reflect on its practices by evaluating what works well and what could work even better. Our school wants the very best for the children who attend it. We see our role to be preparing children for the challenges and adventures of life: they are learning for life.

Our Aims and Values

Our aim is to educate your child to the best of their ability and to equip them with the learning skills needed to meet the challenges of life. We do this by providing a broad, balanced and relevant curriculum.

Children, parents, governors and staff work together, continually striving to improve standards, meet personal targets and celebrate achievement.

We provide a supportive and caring setting for learning where your child will experience quality teaching.

At Langtoft Primary School every child matters for every child is unique. Your child has the right to be safe and happy. We nurture positive moral, social, cultural and spiritual values within an environment of equality, courtesy and mutual care and respect.



~ Learning for Life ~

LANGTOFT PRIMARY SCHOOL
 Person Specification
SCHOOL BURSAR

<i>Essential</i>	<i>Desirable</i>
Qualifications and Professional Experience	
<ul style="list-style-type: none"> • NVQ3 or equivalent • Excellent numeracy and literacy skills • Competent in all Microsoft Office software • Extensive experience in a financial/administrative management role • Experience of budget management and preparation 	<ul style="list-style-type: none"> • Bursar qualification • 3 A Levels or equivalent • Certificate in School Business Management • Appropriate training in Health and Safety management • Familiarisation with accounting software 'Business World' (formerly Agresso)
Knowledge, abilities, skills	
<ul style="list-style-type: none"> • Ability to cope with changing and challenging priorities with excellent organisational and time management skills • Displays a proactive approach to devising effective solutions to complex problems and to investigate new ideas and approaches • An understanding of best value principles • Ability to manage, lead, organise, deploy and motivate staff teams • The capacity to steer staff groups through change • Ability to manage effective risk management (e.g. health and safety of third party service contracts) • Skills to use and manage ICT systems and resources effectively • Ability to relate well to children and adults and demonstrate very good communication skills • Ability to manage a variety of competing priorities and meet deadlines • Ability to formulate ideas and solutions and present them effectively to the Headteacher • Possess high level decision making skills • Ability to maintain strict confidentiality with both written and verbal communication on personnel matters • Methodical worker with meticulous attention to detail 	<ul style="list-style-type: none"> • Experience of working in a learning environment • Proven experience record in finance including the development, management and operation of financial management systems • Understanding of current legislation and policy within which central and local government services are intended to operate • Current good practice on safer recruitment • Knowledge of HR management • Ability to evaluate own development needs and those of others and seek learning opportunities to address these, share knowledge with others and encourage their development • Attend meetings of the Governing Body
Personal Attributes	
<ul style="list-style-type: none"> • Approachable and friendly • Energy, enthusiasm and positive outlook • Reliable and have integrity • Self-initiator • Team player • Confidence • Sense of humour 	
Special Conditions	
<p>We are committed to safeguarding the welfare of children and expect all staff to share this commitment. An enhanced DBS and Barred List check is required for the successful applicant.</p>	