



Kirkby-on-Bain Church of England Primary School

'Learning together for life'



Kirkby on Bain CE Primary School is a small, rural school with 107 pupils currently on roll. Our small, inclusive and caring school provides an embedded family ethos, strong moral purpose, distinctive Christian nature and an outward-facing approach. We care, learn, discover and grow together, developing compassion, consideration, tolerance, understanding and knowledge for life in all its fullness. We strive to enthuse and inspire our pupils, supporting their growth into respectful; confident; independent; self-motivated and curious individuals.

Our school is currently organised into six classes: Maple (Reception), Chestnut One (Year One), Chestnut Two (Year Two), Willow Three (Year Three), Willow Four (Year Four) and Oak (Years Five and Six).

We are currently seeking to appoint an enthusiastic, committed and creative School Bursar to join our existing team from September 2021. The post will be for 21 hours per week (39 weeks) with scope for some flexibility in working pattern.

Salary: Grade 7 £12562 - £14167

Our ideal candidate:

- ☐ has experience of finance systems and processes
- ☐ is computer literate
- ☐ is able to directly manage, supervise and appraise others members of support staff
- ☐ is innovative and creative and is committed to being part of our wider school team, helping to provide an environment where children can flourish
- ☐ is able to use their own initiative and can make decisions within the remit of their position and in line with school policies and procedures
- ☐ is committed to the wellbeing and development of all
- ☐ has high expectations of all and is understanding of individual needs
- ☐ is keen to collaborate and be an active member of our school, schools clusters and village communities
- ☐ is keen to develop their own skills, will strive to fulfil their potential and will actively contribute to school development
- ☐ will share ideas and actively seek solutions
- ☐ is aware that the educational landscape is continually changing and developing

Please see the Bursar G7 job description for further details.

We can offer:

- ☐ a happy, caring village school, supported by parents and our surrounding community
- ☐ a caring ethos based on Christian values
- ☐ happy, enthusiastic pupils who enjoy learning and want to succeed
- ☐ a committed and supportive team of professional staff and governors
- ☐ excellent professional development opportunities
- ☐ opportunities to further develop leadership skills

If you are passionate about being a part of children's education, want to make a difference and believe that all children, given the right opportunities and support, can and will succeed, we would love to hear from you.

Application forms and related job description are available via admin@kobps.lincs.sch.uk or on our school website www.kobps.lincs.sch.uk

Closing date for applications is 9am on Wednesday 7th July. Applications must be on the LCC application form (available on our school website) and we will be requesting references prior to the interview. We are committed to safeguarding and promoting the welfare of children and young people and expect our staff to share this commitment.

The successful candidate will be subject to an enhanced DBS and safeguarding checks.