



Stormont School

Stormont School

Bursar – Required for August 2021

The Governors of Stormont School are seeking a committed and exceptional Bursar to join the school in advance of the new academic year, beginning in September 2021. Stormont School is a successful independent prep school with a maximum roll of 170 girls and this is a great opportunity for a financially capable and business focussed individual. Previous bursarial experience is a pre-requisite as well as good business acumen and excellent communication skills.

The Bursar will join a newly formed Senior Leadership Team and will support the Head and Governors in particular to build on existing strengths and to support the school through the next phase of its development.

The Bursar is responsible for financial management and planning, property and grounds, health & safety, human resources and compliance. They oversee the work of the caretaking, catering and cleaning teams, as well as IT and administration. The Bursar also acts as Company Secretary and Clerk to the Governors and reports directly to the Governing Body. The successful applicant will be a self-starter, a strategic thinker and have a proven record of administration and financial management at a senior level and the control and management of projects.

The role is a demanding position which needs someone enthusiastic and energetic. If you enjoy variety and a challenge and would like to work in this happy, warm and friendly school, this position will stretch and stimulate you.

Salary is commensurate with skills and experience and contributions will be made to a pension scheme. There will be 30 days' holiday entitlement in addition to public holidays, part of which can be taken during term time with the agreement of the Head.

Further information and an application form is available from the school's website or by emailing hr@stormontschool.org and the closing date for applications is at noon on Friday 30th April.

Stormont School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Registered Charity No. 311079