



# Supporting our community with care and purpose

Job Application Pack  
Bursar - Grade 7  
35 hours or 28 hours per week  
39 weeks per year (school term time  
& INSET Days)

**Learning to Love  
Together; Loving to  
Learn Together**



**Position: School Bursar**

**Hours: 35 hours per week (5 days: Monday - Friday 8:45am - 3:45pm) or 28 hours per week (4 days 8:45am - 3:45pm - days to be negotiated)**

**Salary: Grade 7 FTE £31,537 - £34,434 - (actual £25,740 - £28,104 (5 days) or £20,592 - £22,483 (4 days))**

**Contract: Permanent**

**Contract: 39 week contract (school term times)**

**DBS check: Enhanced**

**Closing date: 12:00pm noon Friday 20th February**

**Interviews: Tuesday 24th February 2026**

**Starting date: To be negotiated - earliest possible opportunity**

Chelford CE Primary School is a successful, rural school serving the thriving village of Chelford, set within the heart of the Cheshire countryside between Knutsford and Macclesfield. We are delighted to offer the opportunity for an enthusiastic, highly-motivated and creative person to play a vital role in supporting the School vision and assisting the School's continued growth and development.

The successful candidate will be responsible for the efficient and secure management of the School's finances, procurement, aspects of HR, premises and administration on a day-to-day basis, reporting to and working in liaison with the Headteacher and Governors. The role will also involve managing the Management Information System (Arbor), to include completing the termly census, annual school workforce census and Health and Safety duties as detailed below.

Although it is desirable for applicants to have had previous relevant experience in an education setting, it is not essential and therefore applications will be welcomed from those who can offer appropriate skills and experience outside education.

The post requires good organisational skills, the ability to think strategically and someone who is empathetic towards education and learning. We are looking to appoint someone who is a strong communicator; who can demonstrate excellent numeracy and literacy skills; who can problem solve, and who has leadership qualities. The successful applicant will be able to demonstrate commitment to the School's vision and ethos, show integrity, self-awareness, excellent interpersonal skills, a good sense of humour and flexibility to work within a small school community.

The role is offered for 5 days or 4 days, depending on the candidate's preference. A five-day post equates to 35 hours per week on a 39-week contract (Monday - Friday); a four-day post is 28 hours per week on a 39-week contract.

Chelford CE Primary School is committed to safeguarding children and young people. All post holders are subject to appropriate vetting procedures and a satisfactory Enhanced Disclosure and Barring Service check. The appointment will only be confirmed after successful DBS checks and relevant safeguarding checks have been carried out.

Application forms and job descriptions can be downloaded from our website:

For further information please contact Mr Andy Brady (Headteacher) email: [head@chelford.cheshire.sch.uk](mailto:head@chelford.cheshire.sch.uk) / 01625 861351.

# Overview of Role

## Responsibilities: Grade 7 Bursar

- Front door: To manage the front door of the school, offering a professional, polite and personable presence, consistent with the values of the school.
- Finance: To manage matters relating to school finances and to make recommendations to the Headteacher and Governors.
- Human Resources: To be responsible for the School's Human Resources management and administration.
- Human Resources: To lead appraisals, manage and coordinate non-teaching staff.
- Premises and Health and Safety: To manage the School premises and compliance with Health and Safety regulations.
- Adapt to challenges that may arise on the instruction and direction of the Headteacher.

## Front door

The jobholder will:

- Provide a warm welcome to all visitors to school. As the 'first contact' of the school, a polite, friendly and personable tone is essential. This includes welcoming families for class / school concerts, performances and presentations.
- Ensure that emails are accessed, forwarded or responded to on a daily basis and in a timely manner.
- Deal with telephone calls and voicemails ensuring messages are delivered on time and accurately.
- Deal with face-to-face enquiries guaranteeing excellent service at all times.
- Ensure that all necessary Safeguarding / Health and Safety checks are completed for all visitors.
- Provide hospitality for visitors to the School.
- Carry out general photocopying and laminating duties as required.
- Ensure that the stationery store is always tidy and to replenish low stock.
- Receive goods and other items (including pupils' personal possessions) and ensure they reach the correct destination.
- Liaising between families and wrap-around care provision regarding bookings if required.
- Ensuring effective and timely communications, including consents and payments, are in place through the School's MIS Arbor.
- Manage the school diary ensuring preparations for upcoming events are in place e.g. arranging staff cover for planned absence, communicating events to parents, ordering supplies, preparing resources.

## Financial Policy and Strategic Planning

The jobholder will:

- Be responsible for the management and administration of the School's finances using the accounting software used by Cheshire East Council - Unit 4.
- Be responsible preparing and formulating the school budget to enable the Governing Body to make accurate management decisions.
- Arrange best value insurance to cover all areas of school operations, including operation of the school minibus.
- Be responsible for raising orders and processing invoices within the School finance system under guidance from the Headteacher.
- Manage and administer the School's bank account, reconciling bank statements and maintaining accurate records. Reporting all spending directly to the Headteacher on a monthly basis.
- Assist the Headteacher in implementing 'value for money' and 'best value' and planning the future needs of the School by upholding business-like work practices and adhering to the School's Manual of Internal Financial Procedures.
- Assist the Headteacher with the preparation of documentation required for Finance Meetings.
- Assist the Headteacher in preparing annual statements such as the Pupil Premium Strategy and Sports Funding Strategy for publication.
- Arrange payment and collect monies relating to school meals. Ensure accurate records relating to school meals are maintained.

- Assist Headteacher and Governors in submitting financial audits such as the School's Financial Value Standard SFVS.
- Liaise with teachers to cost and book visitors and trips ensuring best value for money.
- Ensure that provisions provided by school as part of the Pupil Premium grant - music lessons, extra-curricular clubs etc... are reconciled in a timely manner and records maintained.
- To produce communication to parents/carers with regard to all educational visits.
- To manage and reconcile all funds in relation to school visits.
- To manage the bookings, invoicing and payments associated with the leasing of the School minibus.
- Manage and reconcile the online payment system and monitor payments to ensure that debts are not accumulated.
- Collect, count and bank any cash received, maintain an accurate record to ensure that all monies are accounted for.
- Chase up any outstanding debts.
- Ensure the school fund account is audited on an annual basis.
- To liaise with the Headteacher and Governors to maximise income - for example, through leasing of premises, photocopying etc...
- Support the Headteacher in completing the termly census.
- Ensure that all payments are managed accurately through Arbor.
- Liaise with the PTA Treasurer to ensure funds are managed between the PTA and school budget in a professional and timely manner.
- Oversee the free school milk and free school fruit schemes and manage pupil entitlement.
- Ensure that all goods disposed of are removed from the Asset Register in line with the School Disposal Policy.
- Ensure all goods received are dispatched to the correct member of staff and ensure that all valuable goods received are added to the Asset Register.

### **Health and Safety and Premises Management**

The jobholder will:

- Ensure that all cyclical Health and Safety maintenance checks are completed in liaison with School site staff.
- Assist with the day-to-day management of Health and Safety, including risk assessments and preparation with annual Health and Safety inspections.
- Ensure that appropriately-qualified tradespeople are appointed to carry out works as necessary.
- Ensure the annual maintenance of equipment and systems is completed in a timely manner. To collate all records in preparation of Health and Safety / Compliance audits.
- Liaise with building control, project managers, architects regarding building projects.
- Ensure all medical kits are replenished and supplies are available.
- Ensure risk assessments for all school visits and trips are completed and submitted via the Evolve portal in a timely manner.
- To manage contracts and agreements for leasing of School premises, including liaising with solicitors where necessary.

### **Human Resources**

The jobholder will:

- Ensure that all pre-employment checks are undertaken and all documents checked and recorded.
- Ensure that the Single Central Record is correct and kept up to date.
- Ensure that all absences and extra hours/overtime are correctly recorded and claims are submitted on time.
- Book courses for staff as required by the Headteacher.
- Support the Headteacher in ensuring that all HR policies are up to date and compliant.
- Ensure that staff declaration of pecuniary interest forms are completed annually (including any new staff).
- Lead induction for new staff, trainee teachers and volunteers.
- Complete the School's Workforce Census.
- Ensure that staff's HR paper and electronic files are accurate and up to date.
- Distribute HR policy documentation to staff and keep records acknowledging the contents of relevant policies, (including Child Protection and Safeguarding Policy, Whistleblowing Policy, Pay and Conditions Policy, Staff Discipline, Conduct and Grievance Policy) have been understood.

- Manage and supervise the performance of non-teaching School staff (caretaker, mid-day assistants).
- Coordinate timetables and working hours for non-teaching staff in collaboration with the Headteacher.
- Oversee administration of recruitment processes for all staff.

**Safeguarding:**

The jobholder will:

- In liaison with Headteacher, ensure that all School staff and Governors have received Basic Awareness Training on a three-year cycle and records are stored securely. For staff working in Early Years, this will be every two-years.
- Distribute Safeguarding policy documentation to staff and keep records acknowledging the contents of relevant policies, (including Child Protection and Safeguarding Policy and Keeping Children Safe in Education document) have been understood.

**Managing Continuing Professional Development:**

The jobholder will:

- In liaison with external providers, complete the administration for training courses held for all staff.
- Undertake CPD relating to all aspects of duties and responsibilities.

**Additional responsibilities:**

Working in a small school such as Chelford provides opportunities for the successful candidate to take an active part across wider school operations. This role also includes monitoring and supervision of pupils at playtimes and supporting pupils in the dining room. These roles are arranged on a timetabled basis.

# Job Description

Please refer also to Cheshire East Council Bursar - Primary School Job Description AAAD5067

Specification	Essential	Desirable	Evidence
Qualifications	<ul style="list-style-type: none"> <li>Level 3 qualification - equivalent to A-Levels or BTEC Diploma, Advanced Apprenticeship or T Level.</li> </ul>	<ul style="list-style-type: none"> <li>NVQ3 or equivalent standard + 3-5 years experience in financial administration with some supervisory experience</li> <li>Degree qualification</li> </ul>	Application form
Experience	<ul style="list-style-type: none"> <li>Track record in effectively communicating with range of stakeholders within an organisation</li> <li>Relevant experience in an administrative / finance capacity</li> </ul>	<ul style="list-style-type: none"> <li>Experience of managing others</li> <li>Knowledge of Health and Safety requirements</li> <li>Working within the scope of policy, statutory and non-statutory guidance</li> <li>Previous experience in education setting</li> </ul>	Application form
Philosophy	<ul style="list-style-type: none"> <li>Prioritise pupil happiness and wellbeing</li> <li>Desire to 'make a difference' to the lives of children and families</li> <li>Non-judgemental approach to supporting the needs of pupils and families</li> <li>Problem solver - using initiative and creativity to seek solutions to problems</li> </ul>	<ul style="list-style-type: none"> <li>Commitment to promoting values within the traditions of a church school</li> <li>Willingness to contribute to wider school activities - PTA, extra-curricular provision, minibus driving etc...</li> </ul>	Application form and interview
Knowledge and skills	<ul style="list-style-type: none"> <li>Awareness of safeguarding responsibilities</li> <li>High standard in accuracy of written notes</li> <li>High standards in oral skills - showing diplomacy and sensitivity where necessary</li> <li>Supervisory skills - lead induction, appraisals, motivate staff</li> <li>Ability to work within and to existing school systems</li> <li>Ability to communicate and liaise with other agencies to assist staff (e.g: SaLT, safeguarding, HR department)</li> <li>Commitment to further CPD</li> <li>IT proficient - typing skills, knowledge of MS Office applications - Word, Excel in particular; awareness of Management Information Systems within the education sector</li> </ul>	<ul style="list-style-type: none"> <li>Experience / knowledge using Arbor MIS (or other MIS system)</li> <li>Experience / knowledge of using Cheshire East IT systems - Unit 4,</li> <li>Experience / knowledge of using third party IT systems such as Wonde / Groupcall</li> <li>Experience / knowledge of financial reporting</li> </ul>	Application form, lesson observation and interview
Personal skills	<ul style="list-style-type: none"> <li>Team player</li> <li>Punctual and reliable</li> <li>Excellent time management and organisation skills</li> <li>Demonstrate integrity and high professional standards at all times</li> <li>Establish and maintain positive working relationships with other members of staff</li> <li>Establish and maintain positive relationships with parents and carers</li> <li>Maintain a high level of confidentiality and discretion at all times</li> <li>Demonstrate resilience, empathy and optimism</li> <li>Ability to work in fluid and changing environments</li> <li>Ability to problem solve and think creatively</li> <li>Demonstrate a positive 'can do' attitude</li> </ul>	<ul style="list-style-type: none"> <li>Committed - willing to make a contribution to the School's extra-school provision</li> <li>Willing to support PTA events and initiatives</li> <li>Willingness to attend school visits</li> <li>Willingness to drive the school minibus - MiDAS training provided</li> </ul>	Application form and Interview

# Person Specification

Our pupils are looking forward to working with a bursar who will:

- always be pleased to see them
- make them feel happy, safe and valued
- is happy to help
- will help to keep them safe and help to resolve disagreements at playtime in a caring manner

Our Headteacher and School Governors are looking for a teacher who:

- shows excellence and professionalism in all that they do
- works with diligence and efficiency and takes pride in their work
- can communicate effectively - in person, telephone and through email
- is able to work with initiative, manage their own time effectively and be proactive in identifying and responding to the needs of the school
- is adaptable and flexible and willing to support colleagues, children and families
- provide a warm welcome to our visitors
- can liaise with outside agencies, services and organisations
- show empathy and understanding to help support families

Our staff are looking for a colleague who:

- is kind, caring and supportive
- possesses a good sense of humour and excellent teamwork ethic
- liaise with agencies, such as HR, on their behalf
- can advise of matters relating to HR, pay, pensions etc....
- can support with IT systems
- ensures that resources and equipment are replenished and well-maintained
- support and assist with unexpected events and challenges that may arise

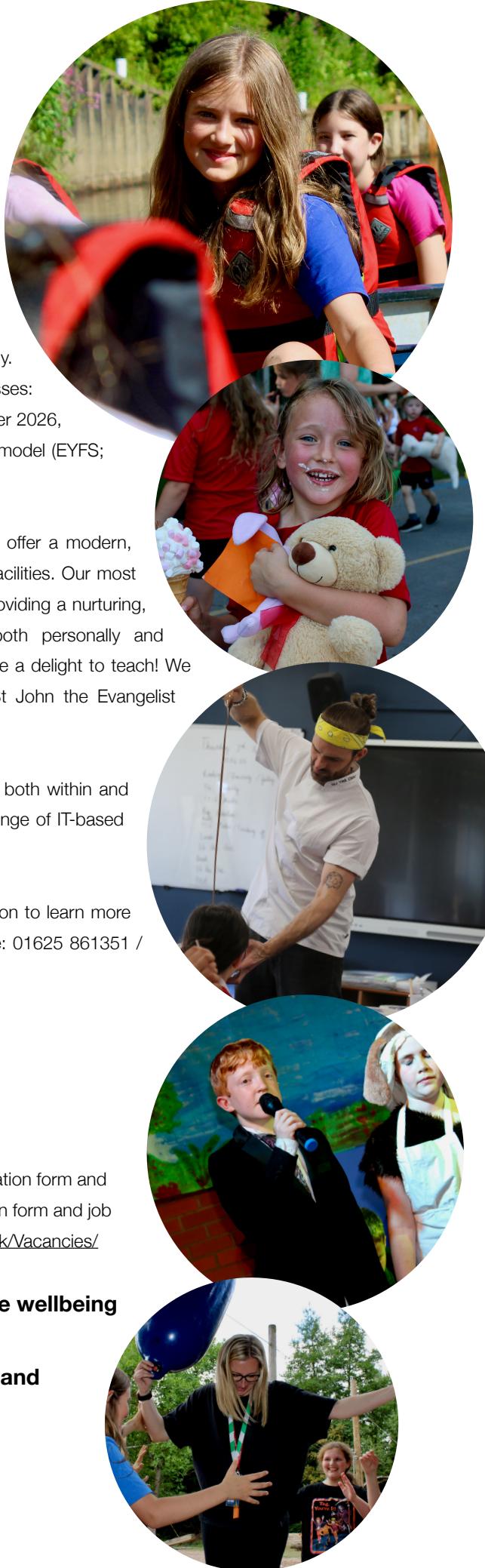
# What we can offer...

Chelford CE Primary School is a small, rural, Christian school community that places the happiness of our pupils and staff at the heart of all we do. The growing popularity of the School is reflected in the increasing numbers being admitted across the year groups. We benefit from a small, yet dedicated team, who provide a nurturing, encouraging and inclusive environment in which our children thrive, both personally and academically. Currently, we have 81 pupils on roll, accommodated across 3 mixed-age classes: Reception/Year 1; Year 2/3 and Year 4/5/6. This is due to change in September 2026, where the addition of a new classroom will facilitate the change to a 4-class model (EYFS; KS1; LKS2; UKS2).

Chelford CE Primary School is a happy place to work, learn and grow. We offer a modern, bright and well-appointed environment with well-resourced classrooms and facilities. Our most recent Ofsted and SIAMS inspections praised our dedicated staff team for providing a nurturing, encouraging and inclusive environment in which our children thrive, both personally and academically - indeed, our staff are friendly and welcoming and our pupils are a delight to teach! We benefit from a very supportive wider community including parents, PTA, St John the Evangelist Church, Governors and other local organisations.

We would be thrilled to hear from candidates who have experience working both within and beyond the education sector, who are well organised and literate across a range of IT-based applications.

We would strongly encourage potential candidates to visit the School in-person to learn more about our ethos and values. Please make arrangements via the School office: 01625 861351 / [head@chelford.cheshire.sch.uk](mailto:head@chelford.cheshire.sch.uk)



## How to apply...

Applications should be emailed to Andy Brady (Headteacher) at [head@chelford.cheshire.sch.uk](mailto:head@chelford.cheshire.sch.uk) and include a completed Cheshire East application form and covering letter to outline your suitability for the role. To download the application form and job information pack visit the School website: <https://www.chelford.cheshire.sch.uk/Vacancies/>

**Chelford CE Primary School is committed to promoting the wellbeing and safety of all pupils and staff. Any provisional offer of employment would be subject to an enhanced Disclosure and Barring Service (DBS) check and satisfactory references.**