



Administrator/Bursar Vacancy

Blakesley CE Primary School is a small, expanding village school set in beautiful South Northamptonshire. This is an opportunity to work in an outstanding school with a strong, welcoming team of staff; enthusiastic, well-behaved pupils and supportive governors and parents.

We are looking to appoint a Bursar to our team to work 30 hours per week Grade H Scale point 23, starting salary £21268 paid pro-rata. The successful candidate will work closely with the Headteacher and the Governing Body to manage the school's administrative systems and resource management.

Enhanced Disclosure and Barring Service checks, Medical clearance and References will be taken up prior to appointment.

Further details may be downloaded from the school's website www.blakesleyprimary.org.uk

Alternatively, please contact the school office on 01327 860257 or bursar@blakesley.northants-ecl.gov.uk for an application pack and/or to arrange a visit to the school. Completed application forms should be returned to the school no later than 12 noon on Friday 13th October 2017. Interviews will be held during the week beginning 16th October.

We would like the successful candidate to commence duty from 30th October if at all possible.