



The Oaktree Federation
Laughton Community Primary School and Firle Church of
England Primary School
Part time Bursar required
Salary range – single status 8: £29 151- £31 073 (pro rata)

Our small, friendly and supportive schools are looking to recruit a Bursar for 2 days a week to manage our school budget with the support from our finance administrator.

We are seeking to appoint a part-time Bursar for 2 days a week (15 hrs) who is committed to working in partnership with the School office team, Governors, staff, Head of Schools and the Executive Headteacher.

The successful candidate will have a good level of education and experience of producing documents of a high standard.

Key responsibilities include

- Managing the school's financial operations, including budget preparation, forecasting, and auditing.
- Ensuring full compliance with financial regulations and maintain accurate financial records.
- Providing strategic financial guidance to the senior leadership team and governing body.
- Administering contracts, manage facilities, and oversee resource allocation to optimise efficiency.
- Supervising and supporting administrative and finance staff, ensuring high standards of performance.
- Identifying and pursuing opportunities to enhance revenue through funding or other initiatives.
- Acting as the primary point of contact for financial and operational matters with external stakeholders.

Key Requirements

- Extensive experience in financial management, preferably within the education or public sector.
- A high degree of proficiency in budgeting, financial reporting, and analysis.
- Exceptional attention to detail and strong problem-solving abilities.
- Outstanding communication skills, with the ability to collaborate effectively with a wide range of stakeholders.
- A recognised financial qualification or equivalent experience is highly desirable or a willingness to achieve qualification. We require a caring and conscientious person who will enjoy working as part of our dedicated staff team and who can commit to the ethos of our school.

Hours of work: 15 hours per week

Working pattern: Part-time, term time only (46.2 weeks a year)

(As the position is part-time/term-time only, the above salary will be pro rata)

Visits to the school are most welcome and encouraged.

Application forms can be downloaded from the school website
<http://www.laughton.e-sussex.sch.uk> and <https://www.firleschool.co.uk/>

More information available from the School Office on 01323 811306

email school at laughtonoffice@oaktreefederation.co.uk

Closing date: 19.6.25

Interviews: 23.6.25

Interviews: We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

This post is subject to an Enhanced DBS check. CVs are not accepted.