Bursar

Donington Cowley Endowed Primary School

Hours: 32.5 hours a week, 42 weeks per year

Salary: Grade 7, SCP 18 (£33,673 - £36,581 pro rata)

Start Date – 4th January 2027

An exciting opportunity has arisen for a School Bursar to join our team at Donington Cowley Endowed Primary School. We are looking for someone to work alongside our Executive Headteacher, Site Manager and the Governing Body to provide strategic financial support in addition to aspects of HR and Premises Management.

We are looking for someone who:

- Has strong administration, financial and budget management skills
- Is knowledgeable about human resources and able to work in partnership with outside agencies
- Is committed to ensuring an environment that is attractive, appealing and safe for pupils, staff and the wider school community, incorporating knowledge in Health and Safety
- Is pro-active and conscientious about enhancing the education of pupils and supporting and promoting the positive work of the school
- Is highly organised and has excellent communication and interpersonal skills
- Can effectively manage site staff, agency staff and contractors
- Can work with high levels of integrity, discretion and confidentiality

- Has excellent numeracy, literacy and IT skills

You will need either financial qualifications or proven school experience. Training will be provided by Lincolnshire County Council; we also have departments within LCC that offer support.

In return our school offers a welcoming, safe, happy learning environment where everyone is respected and listened to; a school where we take pride in ourselves and our achievements, enabling children to become confident and successful learners. We recognise the value of each individual and provide a wealth of opportunities for children to realise their potential. We work in partnership with pupils, governors, the local and wider community to encourage children to strive for excellence and aim high, laying the foundations for life-long learning.

Closing Date: Friday 20th November 2026

Interview Date: Tuesday 24th November 2026

To discuss this role further please contact Sarah.Bach@cowley.lincs.sch.uk by email or you can call the school office on 01775 820467. Application packs are available on the school website.

Horizon Schools Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants should note that this post is subject to enhanced DBS disclosure. Pre-employment checks are in line with Keeping Children Safe in Education 2026.

All shortlisted candidates will need to verify their eligibility to work in the UK at interview.

Please note that we are unable to accept a CV as an application.