Job Advert

Bursar (Part-time 2 days per week)







We are looking for a motivated, experienced and team orientated Bursar to join our friendly School Office team. The role is for 2 days a week from 8.30 – 4.30pm or 9.00 – 5.00pm. There is flexibility as to which days are agreed.

The Bursar is responsible for implementing the financial decisions of the Headteacher and Governing Body and will also advise the Headteacher on academy financial policy and the development of a long-term financial strategy for the future development of the school. The Bursar works collaboratively alongside the Office Manager who leads on Human Resources Management, Health & Safety and Premises. Visits to the school are warmly welcomed.

Start date: January 2026

The pay is set at step G1 - G3 (Hampshire scale) which equates to £50,564 - £53,308 full time equivalent. This will be paid pro rata for the hours worked. An enhanced DBS check and other employment checks will be made for successful applicants.

At St Anthony's, we are committed to providing an inspiring educational experience that is aspirational for all our pupils. Our belief is that everyone is entitled to be successful, to be cared for and to be supported within our school mission of 'Children in our Heart; Christ at the Centre'.

The successful candidate will:

- have financial or business administration experience;
- have an accountancy qualification (CIMA/ACCA or higher level AAT);
- have the ability to monitor and control income and expenditure in relation to a budget, including accruals-based accounting and forecasting;
- knowledge of the preparation of final accounts and producing financial returns
- ability to produce financial models to support a management team with planning
- be an excellent team player;
- be organised and able to work independently;
- show integrity and a commitment to confidentiality.

If you would like further information, please contact Heather Barrett in the school office: 01489 579100 or office@saint-anthonysfareham.co.uk.

Closing date: Applications will be reviewed upon receipt and interviews arranged accordingly.

Safer Recruitment:

St Anthony's Catholic Primary School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All shortlisted candidates will have online searches completed as part of our due diligence checks. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.