



## St David's College

Independent Boarding & Day School, North Wales

### **Assistant Bursar**

St David's College is an independent boarding and day school near Llandudno. St David's College was founded on Christian principles and continues to promote them today. Many teachers live on site and the supportive residential community makes St David's College a very special place to live, learn and work.

We have an excellent reputation for supporting pupils with dyslexia and other learning needs.

The school is located on a beautiful historic campus nestled between Snowdonia and the Irish Sea.

St David's College is looking to appoint an Assistant Bursar to become an important part of a busy finance team. Payroll and Accounting are an important part of the role so experience in at least one of these areas is essential. An accounting qualification is desirable but not essential. Full training will be provided.

**Salary:** In the region of £25,000 depending on experience.

**Hours:** Monday to Friday 9am to 5pm.

**Responsible to:** The Bursar

**Start date:** January 2022/February 2022

**Application:** is by our application form which is on the school website with the job description.

Completed applications should be emailed to [rroberts@stdavidscollege.co.uk](mailto:rroberts@stdavidscollege.co.uk) or posted to Rachel Roberts, HR and Administration Assistant, St David's College, Gloddaeth Hall, Llandudno, LL30 1RD. If you would like to discuss this please call 01492 876702.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidates will be subject to an enhanced DBS check and satisfactory references.

**Closing date:** 5 January 2022