



PRESTFELDE

ASSISTANT BURSAR FULL TIME

We are the leading Co-educational Preparatory School in Shrewsbury, Shropshire with 325 Pupils, aged 3-13 years. The School is situated on a beautiful 30-acre estate and offers flexi boarding supporting our independence and enrichment programs.

We are looking to appoint a self-motivated and supportive Assistant Bursar to be accountable to the Bursar & Clerk to Council, working effectively with the Bursary teams, and with the Headteacher, Governors, wider staff group and external contacts. The Assistant Bursar will be responsible for providing the Bursar & Clerk to Council with support across a broad area of responsibilities to include operational, finance, HR, estate management, risk management, health and safety, legal and contingency planning.

This is an exciting opportunity; the role comes at a crucial time as we evolve our operations to support the new ways of working within the current independent school landscape. The introduction of VAT on school fees as well as the changes being seen in the sector are drivers for the development work the Assistant Bursar will support.

The position is due to start as soon as possible, therefore early applications are encouraged as interviews will be held with shortlisted candidates as soon as practicable.

Full details and an application pack are available on our website here:

<https://www.prestfelde.co.uk/vacancies> or from the HR Officer via email at hr@prestfelde.co.uk.

Prestfelde School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced DBS check.