



## **Bursar**

### **Permanent, Full Time**

**Start Date:** ASAP following all required checks

**Salary:** Grade 4 - £34,434 - £41,771 depending on experience

**Location:** Langley School, Trinity Road, Sutton Coldfield.

**Contract Type:** Term time only + two weeks.

### **About Us**

Langley is a nurturing and forward-thinking **special school** for pupils with a wide range of complex needs, including Autism Spectrum Disorder, Social, Emotional and Mental Health difficulties, and Severe Learning Disabilities. We are a friendly and inclusive community committed to every child achieving their personal best.

We are seeking a **highly skilled, motivated and organised Bursar** to join our Senior Leadership Team and take responsibility for the school's financial, administrative, premises, and support operations.

### **About the Role**

The Bursar will:

- Manage and develop the school's financial and administrative systems, ensuring compliance with all statutory and audit requirements.
- Advise the Headteacher and Governing Body on all financial and resource matters, contributing to strategic planning and budget management.
- Oversee the day-to-day operation of school support functions, including administration, premises, catering and cleaning.
- Lead on site and facilities management, ensuring the safety, maintenance, and efficient use of all buildings and resources.
- Oversee HR administration, including recruitment coordination, payroll liaison, and maintaining accurate personnel records.
- Act as Health & Safety Officer, ensuring robust systems for risk management and compliance.
- Be an active member of the Senior Leadership Team, contributing to whole-school improvement and operational excellence.

### **About You**

We are looking for someone who can demonstrate:

- Significant experience in financial management, budget monitoring, and administrative leadership.
- Strong working knowledge of school financial systems, facilities management, and relevant legislation.
- Excellent communication and organisational skills, with the ability to prioritise effectively.
- Confidence to lead and support staff across different areas of school operations.

- A commitment to safeguarding and promoting the welfare of children.

#### **Essential Qualifications and Experience:**

- Experience of managing budgets and financial reporting.
- Experience of line-managing staff.
- Sound knowledge of Health & Safety and employment law.
- Strong ICT skills, including financial management software.
- Commitment to continuous professional development.

#### **We Offer:**

- A supportive, values-driven environment where your work has real impact.
- Opportunities for professional development.
- A collaborative, child-centred school culture that prioritises wellbeing and inclusion.
- Membership of a committed and experienced senior leadership team.

#### **Safeguarding Statement**

Langley is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is subject to:

- An enhanced **DBS check with children's barred list information**
- **Online checks** in line with KCSiE Part 3
- Verification of **ID (birth certificate & additional documentation), qualifications and employment history**
- Satisfactory **references**, including one from your current or most recent employer
- Verification of **right to work in the UK**

Shortlisted candidates will be asked to complete a **self-declaration of criminal record** form prior to interview.

This post is covered by Part 7 of the Immigration Act (2016).

Therefore, the ability to speak fluent and spoken English is an essential requirement for this role.

#### **Rehabilitation of Offenders**

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Which means that when applying for certain jobs and activities certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Further information about filtering offences can be found in the DBS filtering guide.

### **How to Apply**

For an application pack, please visit [Welcome to Langley School](#) or contact Caroline Dempsey at [recruitment@langley.bham.sch.uk](mailto:recruitment@langley.bham.sch.uk) . Visits to the school are encouraged.

**Closing Date:** Friday 7<sup>th</sup> November 2025 12:30pm

**Interviews:** WB 10<sup>th</sup> November 2025

We welcome applications from all sections of the community. We value diversity and are committed to equality of opportunity in employment.