Our Lady of Lourdes Catholic Primary & Nursery School

Kellet Road,

Carnforth,

Lancashire.

LA5 9LS

Tel/Fax 01524 732289

***head@olol.lancs.sch.uk***

**Headteacher:** Mrs E Kendall

The governors of **Our Lady of Lourdes Catholic Primary School in Carnforth** are looking to appoint a committed and enthusiastic **School Bursar**

**Number on Role:** 72 pupils

**Age Range**: 3 – 11 years

**Contract:** Permanent

**Salary:** £22,925 - £23,692

**Required start:** asap

**School website:**  www.olol.lancs.sch.uk

Our Lady of Lourdes Catholic Primary School is a small school in the town of Carnforth. We have children from 3 – 11 years of age and encourage our children to recognise that they are “precious in God’s eyes”. The staff and Governors of our school are looking to appoint a committed and enthusiastic school bursar to join our small team of staff. Our School Bursar will have overall responsibility for the efficient and secure administration of the schools’ finances and administration processes on a day-to-day basis, reporting to the Head Teacher.

Previous experience of school finance would be advantageous, but is not essential. The school uses Arbor financial software and training will be provided, if necessary.

All offers of employment are subject to an enhanced Disclosure and Barring Service check.

Hours are Monday - Friday 8.15am-3:45pm with a 30-minute unpaid lunch. This is term time only with 5 days of INSET.

As this position is term time only, please note the salary quoted is full time equivalent. If successful the salary received will be paid on a pro -rata basis.

Please note CVs are not accepted, to apply for this vacancy you need to complete the application form attached

Please note that in line with Keeping Children Safe in Education 2024, an online search will be carried out as part of our due diligence on shortlisted candidates.

**Desirable Qualifications: (where applicable)**

* Previous experience of working in a school setting
* Previous experience of school finance would be advantageous, but is not essential. The school uses Arbor financial software and training will be provided, if necessary.

An application pack and further details about the post are available from: **The school website or from our school office.**

Completed applications should be returned to: **The Headteacher at school**

**Closing Date**: Noon 16th May 2025

**Shortlisting**: tbc

**Interviews:** Friday 23rd May 2025

*Our Lady of Lourdes Catholic Primary School is part of the Mater-Christi Trust in the Diocese of Lancaster. The Trust actively promotes diversity, unity and community cohesion and that it supports pupils to become successful, compassionate citizens.*

## *The Mater Christi Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Your suitability to work with children and young people will form part of the selection process. For this post, prior to appointment Mater Christi Trust will apply for a satisfactory enhanced Disclosure and Barring check, a Children’s Barred list check, two satisfactory references, satisfactory pre-employment health screening, carry out online searches for shortlisted candidates, and for Teachers, a Prohibition Check in relation to the children’s workforce. In some settings a Declaration will be required in order to meet our obligations under the ‘Disqualification under the Childcare Act 2006’.*