



Bursar's Assistant

Required from September 2025

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The Appointment

We are looking to recruit into the Bursar's Assistant role due to some changes internally. The Bursar's Department has responsibility for most non-teaching functions, including accounts, payroll, personnel, administration (general & company), maintenance (buildings, plant, grounds & vehicles), caretaking, catering, cleaning, health & safety, and site development.

The Bursar's Assistant is a member of the Accounts Team, reporting directly to the Bursar. The Bursar's Assistant will provide comprehensive financial and administrative support to the Bursar's office. This role is central to the smooth financial operation of the school and requires a high degree of accuracy, efficiency, and discretion. In addition to core accounting duties, the successful candidate will act as an administrative support to the Bursar, managing their diary and administrative needs.

This role sits in a small and friendly team which works all year round, and is situated in the Senior School.

Principal Responsibilities

Financial Duties:

- **Purchase Ledger:** Manage the entire purchase ledger process, from filing copy orders and delivery notes to processing supplier payments.
- **Cashbook Management:** Process all cashbook (nominal ledger) payments, credit card transactions and receipts accurately and in a timely manner. Regularly lodging of receipts with the bank. Administration of school credit cards.
- **School Trips & Expeditions:** Oversee the financial control and accounting for all school trips and expeditions, providing clear and concise information on trip accounts.
- **Nominal Ledger:** Provide detailed information on all other nominal ledger accounts as required.
- **Petty Cash:** Control and process all petty cash transactions, ensuring proper documentation and reconciliation.
- **Purchasing & Procurement:** Support staff with placing and overseeing ordering with suppliers to support the school.
- **Systems Support:** Assist with the operation of the administration and billing (sales ledger) modules of the PASS system as needed.

- **Team Cover:** Provide cover for other Accounts Section staff during lunch breaks, holidays, and illness to ensure continuity of service.
- **Administrative Support for the Bursar:** Provide administrative and organisational support to the Bursar including managing appointments, handling communications, and preparing documents. Responsibilities also include the preparation of agendas, collation of papers, and minute-taking for meetings.
- Any other tasks as directed by the Bursar.

Person Specification

Applicants must be:

- Well-educated, numerate, literate, and articulate with GCSE pass grades in Maths and English.
- Appropriately qualified (MAAT or a relevant further education qualification) and/or possess a solid accounts background.
- An excellent communicator, able to write comprehensible and well-composed letters and emails in a modern, professional format, with a high standard of grammar, spelling, and punctuation.
- Organised and efficient, with outstanding time-management skills and the ability to prioritise a varied workload.
- Presentable, personable, and able to handle potentially difficult situations with suppliers, staff, and parents with confidence and diplomacy.
- Fully computer literate with solid operational skills in Microsoft Office (Word, Excel, Outlook). No prior experience of the PASS system is necessary, as full training will be provided.
- Discreet and able to handle confidential information with the utmost integrity.
- A proactive and flexible team player, willing to undertake any training necessary for the role.

School Information

Birkdale is a very successful independent day school located in Sheffield for children aged from 4 to 18, amounting altogether to 770+ pupils. Birkdale is located on three sites in south-west Sheffield, the 11-18 (Y7 to Y13) Senior School, the 4-11 (Reception to Y6) Prep School and the playing fields at Castle Dyke.

Birkdale is the only HMC (Headmasters' and Headmistresses' Conference) school in South Yorkshire and the Head is also a member of the Society of Heads. The Head of the Preparatory School is a member of IAPS (The Independent Association of Preparatory Schools).

The Christian ethos of the school manifests itself in the particularly friendly and supportive atmosphere. A good proportion of the staff are committed Christians, although as a community Birkdale is open to all, whatever their beliefs.

There have been some exciting developments in recent years which include the introduction of girls at Birkdale. From September 2020, Birkdale began the process of moving from being a school for boys only, with a co-educational sixth form to being a fully co-educational school.

From September 2024 all year groups at the Prep School were co-educational with the first 11+ co-educational cohort joining the Senior School. This is an exciting time to join our school.

Please visit our school website for additional information.

<https://www.birkdaleschool.org.uk/>



Key Terms and Conditions

- **The working hours** will be 35 hours per week during term time , working from 9am to 5pm, which includes an hour unpaid lunch break. During the school holidays the working hours will be 32.5hrs per week, which must include our core hours of 8.30am to 3pm Monday to Friday. Flexible working arrangements would be considered
- **Paid annual leave** is 20 days plus 10 Bank Holiday/Extra-Statutory Days a year, a total of 30 days per annum. After 5 years continuous service the annual leave entitlement increases to 25 days.
- **Salary** will be between point 22-24 of the Birkdale non-teaching pay scale which is £25,972 to £27,609 depending upon experience.
- **Pension:** Birkdale offers an attractive private salary sacrifice pension scheme through Aviva.
- Staff are entitled to a **remission of school fees** amounting up to 71.6% for full-time staff and pro rata for part-time and part year working staff.
- **Sick pay:** The company sick pay scheme provides ex-gratia sick pay at the full rate for up to 3 months in any 12 months, with 50% income protection for extended sickness.
- **Additional Benefits:** Death in service and access to additional wellbeing and health support including unlimited 24/7 remote GP appointments, Unlimited mental health support, Physiotherapy, Personal training, Nutrition consultations and more.
- During term time, **lunch** is provided to staff on site.

Application Procedure

1. A cover letter **addressed to Ronan Wade, Bursar** of no more than one side of A4 explaining why you believe you are interested in the role, and the skills and experiences you can bring to it (minimum font size of 11)
2. A completed Birkdale School application form which includes the names, addresses, e-mail addresses and telephone numbers of two referees

Closing date for applications – midday on 1st August 2025.

Interviews – w/c 11th August 2025.

Email your application to: Ronan Wade, Bursar at Recruit@birkdaleschool.org.uk by the closing date.

For an informal discussion regarding the role please do not hesitate to contact the above email address with any questions you may have.

Applicants who do not provide a Covering Letter and Application Form, as stipulated, will unfortunately not be considered. If you have any difficulties in providing this, please do not hesitate to contact the HR team at Recruit@birkdaleschool.org.uk

Pre-employment checks

Birkdale School is committed to safeguarding and promoting the welfare of our children and young people. All applicants must be willing to undergo the relevant pre-employment checks relevant to the role.

Current legislation applying to this post includes the The Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) (England and Wales) Order 2008 and the Asylum & Immigration Act 1996. Therefore, the successful candidate will be required to prove their eligibility to work in the UK and undergo appropriate criminal record checks, including an application for an Enhanced Disclosure from the Disclosure and Barring Service. Details of the documentation etc needed in connection with all the above requirements will be sent to the shortlisted candidates. Prior to taking up appointment, we will then request a declaration about medical fitness, and proof of qualifications from the successful candidate.

Under the guidance set by KCSIE Birkdale School will conduct an online search for all shortlisted candidates.

Equal Opportunities Statement

At Birkdale School, we strive to create a supportive and nurturing environment for all individuals. We are dedicated to promoting equality and diversity, providing a level playing field for all of our staff and pupils. We aim to foster an inclusive culture, where diversity is celebrated and where everyone feels empowered, and encouraged to reach their full potential.

We welcome applications from all individuals, regardless of background, and encourage candidates from underrepresented groups to apply. If you meet most of the criteria but are unsure whether to apply, we encourage you to reach out—we value potential and a willingness to grow.