



Part time Assistant Bursar starting January 2021

An opportunity has arisen for the role of Assistant Bursar at Sunninghill Preparatory School. The school is situated in a prime location in the heart of Dorchester, Dorset's County Town.

The appointed role is a part time role, three days per week. Applicants must be able to demonstrate excellent business and communication skills, especially with parents and staff whilst supporting the Bursar in the key areas of Finance, Administration, Estates and Catering.

The Governors are seeking to recruit a committed, versatile person with strong technical and commercial awareness and also having a methodical and positive approach to problem solving. He, or she, will be capable of working and coping under pressure within a hardworking and dedicated team.

This position is an opportunity for an ambitious individual who would welcome part time work initially, but who aspires to develop a career as a school Bursar. The post holder will be given relevant professional and onsite training and for the right applicant, there will be an opportunity to apply for the role of Bursar at Sunninghill Prep upon the current potholder's retirement in approximately three years' time.

The successful applicant will hold a professional qualification in for example, Accountancy or Banking with the relevant skill level required.

OR

Have a minimum of two years relevant experience in a similar commercial position and be able to show the relevant skill level required.

Closing date Friday 31st October 2020 with initial interviews during the week commencing Monday 16th November 2020. Second round interviews to be held shortly thereafter.

Sunninghill Prep 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 the Disclosure and Barring service.