

Fletewood School is looking to hire a part-time (minimum 15 hours per week), experienced School Bursar & Administrator to work in our reception.

The successful candidate will assist with the financial and administrative running of the school and be required to commence as soon as possible. If you would like to join a committed, professional team; have a breadth of experience of working in an office environment; enjoy being part of a learning and faith community, we would like to hear from you.

Essential Criteria for the part-time role:

- Under the direction of the headteacher, lead on all financial matters in school, to ensure the school's successful financial performance and to ensure financial decisions are clearly linked to the school's strategic goals.
- In partnership with the headteacher, manage the school's budget and ensure it is balanced, realistic and represents an effective use of funds
- Submit the budget to the governing board, monitor the budget all year round, advising the headteacher where revisions are needed
- Manage the school's payroll provision with the payroll provider
- A willingness to engage with the general public and be the 'face of the school'
- Excellent organizational skills
- An empathy with the work, values and ethos of the Seventh-day Adventist Church

Working part-time, term time only, (39 weeks out of 52 per year) and depending on qualifications and proven work experience, the basic annual salary will range from £10,666.00 to £13,492.00 per year, pro rata.

A visit to the school is warmly welcomed. Please contact Mrs Rachel Gray at Fletewood School, 88, North Road East, Plymouth. PL4 6AN. Tel: 01752 663782 or email: headteacher@fletewoodschool.co.uk

Fletewood School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful applicants will be required to undertake an enhanced criminal record bureau check via the DBS before they can be appointed.

Applicants are required to have the right to live and work in the UK and to complete an application form.

For a job Application Form, Person Specification and Job Description, please telephone 01923 232728 or e-mail: jcrawford@secadventist.org.uk

Privacy Notice: As part of any recruitment process, the organisation collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

The South England Conference is an Equal Opportunities Employer.

Application deadline – Friday 19th September 2025.