

The Royal School

Crown Aided & Church Aided

The Great Park, Windsor
Berkshire
SL4 2HP



Telephone: 01784 434274

Headteacher:

Ms. B. Coombridge
M.Ed., P.G.Dip.Ed.Leadership, B.Tch.

Bursar

18 hours per week term time only

scp 12-17 FTE £23,847 - £26,328 (dependent on experience)

(Actual Salary £9,812 - £10,833)

Required mid-February 2022

An exciting opportunity has arisen for a Bursar to join our staff at The Royal First School, set in the beautiful surroundings of The Great Park.

We are looking to appoint a Bursar who can bring their own experience and expertise from, ideally, working in a school environment, but most importantly will be the ability to work within our small friendly team.

Hours of work will be Tuesday, Wednesday and Thursday 9.30am – 4pm term time only with flexibility to work inset days *(and an occasional holiday day)* as required by the Head.

The school is committed to safeguarding and promoting the welfare of children. Offers of employment are subject to an enhanced DBS disclosure.

A full job description and an application form are available on the school web page, or by contacting office@theroyalschool.org.uk.

Closing date for applications: **Friday 3rd December at 3.30pm**

Interview date: **Monday 13th December 2021**

e-mail: office@theroyalschool.org.uk
website: www.theroyalschool.org.uk

Loving to Learn, Learning to Love, Guided by God