



## Bursar and Clerk to the Governors (for September 2021)

**Apply by:** 30 March 2021

**Salary:** Competitive Parkside Pay Scale  
**Location:** Cobham, Surrey  
**Contract type:** Permanent contract  
**Position:** Full-time

Parkside School is a highly successful boys' independent Preparatory School with a strong sporting history, with Co-Ed Nursery, and nominated as one of five finalists in the UK for **Best Independent Boys' School 2020** with over 250 on role and a staff of 70. We have a strong, nurturing and family ethos, set in beautiful grounds of 45 acres, next to the River Mole and only 40 minutes from London.

From September 2021, we are looking to appoint an outstanding and enthusiastic Bursar to take over from our interim Bursar. As a key member of the Senior Leadership Team, the Bursar will report directly to the Head. You will be responsible for the overall financial management of the School, as well as overseeing the commercial, operational and strategic interests, including the facilities, grounds and catering. You must have proven managerial experience, superb communication and relationship building skills at all levels. An ability to demonstrate commercial and business acumen with expert management of the day to day operations and non-academic aspects of the school. Strong financial and operational skills are essential.

Our new Bursar would be joining our successful and well-resourced School with excellent facilities with an already existing happy, strong and dedicated staffing team. You will have the experience of, or demonstrate the potential, to deliver excellence, work within an already successful team and be able to bring calm, focussed and strategic forward thinking within an ever changing and thriving school.

Further details including the Job Description, Person Specification and Application Form are on our website and please visit <https://www.parkside-school.co.uk/93/career-opportunities-1> for more information, or contact the Head's PA by email [head.pa@parkside-school.co.uk](mailto:head.pa@parkside-school.co.uk) or by telephoning 01932 862749.

*SAFER RECRUITMENT STATEMENT: Parkside School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.*

IAPS boys' day school  
250 pupils aged 2 -13 years

March 2021