



The Governors of

Friends' School Saffron Walden

invite applications for the post of

BURSAR

The post of Bursar is available from April 2008 following the retirement of the present incumbent after 12 years of service at the school. Friends' School is a successful independent boarding school situated in Saffron Walden with almost 400 pupils aged 3 - 18.

The Bursar is responsible for the management of the Finances, administration and property of the School and is also Clerk to the Governors and a member of the School's senior management team. Probably a qualified accountant, the successful applicant will have a proven record of administration at a senior level, financial management and the control and management of projects.

The successful applicant will uphold and foster the distinctive Quaker beliefs of the School which cherishes individuality, equality and respect for others. The salary is negotiable, but will reflect the qualifications and experience of the successful applicant.

Friends' School Saffron Walden is committed to the safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Criminal Records Bureau.

Details of the post are available on the School's website www.friends.org.uk or from the School either by phone to the Governors' Secretary, Debbie Peck, on 01799 525351 or by email: govsec@friends.org.uk

The closing date for applications is 22nd February 2008

SHMIS Independent Co-educational Day and Boarding School for children aged 3-18.
Founded by the Religious Society of Friends in 1702
Registered Charity number 1000981