



Ripon Grammar School

SCHOOL BURSAR

Required to commence on 11 March 2024

25 hpw over 5 days [flexible hours]

Term time only + 5 Training days

+ 2 weeks during school holidays

Salary NYC Grade J/K [points 27-32]

[actual salary at point 27 = £22,049 pa]

The successful candidate will be responsible for assisting the Headmaster, Leadership Team and Governing Body to discharge their financial and related management duties.

Excellent verbal and written communication are therefore essential, together with strong IT capabilities and flexibility. Experience of working in a school environment is desirable.

The full job description and personal specification for this post is available on our school website www.ripongrammar.co.uk/about-us/vacancies together with an application form.

Ripon Grammar School is a co-educational grammar school with boarding facilities, achieving academic results which place it among the leading schools in the North of England. We are situated in the historic city of Ripon and is set amidst the stunning countryside of North Yorkshire, near to the Yorkshire Dales and within easy access to Harrogate, York and Leeds.

Closing date for applications: 9am on Monday, 11 December 2023

Interviews to be arranged with successful candidates: w/c 18 December 2023

Please complete an application form, available from our school website, and email your application to the headmaster's PA, Mrs Patricia Hargraves, at hargravesp@ripongrammar.com, together with a covering letter addressed to Mr Jonathan Webb, Headmaster, outlining why you are interested in this position.

If you have not heard from the school following the closing date then please assume your application has been unsuccessful.

Founded in Saxon Times, re-founded in 1555

Headmaster: Mr Jonathan M Webb, MA

Address: Clothholme Road, Ripon, North Yorkshire HG4 2DG

Tel: [01765] 602647 **Email:** admin@ripongrammar.com

Website: www.ripongrammar.co.uk