



St Mary's School
Gerrards Cross

Bursar
July 2025
FULL-TIME



St Mary's School is a thriving independent girls school in the heart of Buckinghamshire. The Governing Body is seeking to recruit a Bursar to join our SMS community from July 2025. This is a strategic and operational, leadership role reporting to both the Head and Governing Body. You will be responsible for the financial and non-academic management of the school including areas such as finance, health and safety, estates management, strategic planning, data protection compliance and general management of non-teaching staff. The ideal candidate will be strategic with excellent commercial and financial expertise. They should have prior experience leading and managing a diverse team and must exhibit outstanding interpersonal and communication skills. Previous experience of working in a school is not essential however you must be able to demonstrate a strong interest in supporting the school's educational aims and values.

For further details and an application pack, please contact the school on hradmin@stmarysgx.co.uk or from our website www.stmarysschool.co.uk

Closing date: Friday 7th March 2025

Interviews – W/C Monday 17th March 2025

Early applications are advised as the School reserves the right to appoint at any stage during the application process.

St Mary's School is committed to safeguarding and promoting the welfare of children and young people in its recruitment and selection of job applicants. The school expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS and qualification check.