



Woodley C of E Primary School
Hurricane Way
Woodley
RG5 4UX
Tel: 0118 969 3246
Fax: 0118 969 6375

Email: admin@wcofe.com
Head teacher: Mrs L. N. Gurney

We are looking for a School Bursar!

35 hours a week - Term Time Only

8.30am to 4.00pm, 30 minute lunch break.

Full time salary – Grade 7 Salary between £36363 and £39862

Actual salary – £29085 - £31884

We are looking for an efficient, self-motivated, organised and enthusiastic School Bursar to join our team from Monday, 5th January 2026.

This is a varied, busy role which includes

- Budget setting and Management
- Day to day financial management
- HR and Payroll
- Site Management including contracts and facilities.

The ideal candidate will have a financial background and experience in school finances and be proficient in school financial management software although training will be given. You will be working closely with the Head Teacher, SLT and the Admin Teams. You will have Grade C or above GCSEs or the equivalent in Maths and English.

In return, we can offer you

- A caring and supportive school team
- Strong focus on pupil and staff wellbeing
- A school with sound values and ethos
- A rewarding and purposeful role

For more information and an application pack, please contact the school on 0118 9693246 or admin@woodley-pri.wokingham.sch.uk.

Closing date is 18/11/2025 at 5.00pm. Interviews and appointment maybe held on application.

We are an equal opportunities employer. The school is committed to safeguarding and promoting the welfare of our children and therefore the successful applicant will be required to undertake an enhanced DBS check. An ability to speak with confidence and accuracy, using accurate sentence structures and vocabulary is required.

For more information and an application pack, please contact the school on 0118 9693246 or admin@wcofe.com.