



URSULINE PREPARATORY SCHOOL
Great Ropers Lane, Warley, Brentwood, Essex, CM13 3JW
Registered Charity No. 1058282

The Ursuline Preparatory School based in Warley, Brentwood is a vibrant co-educational school educating children from 3 to 11 years. We are seeking to appoint an outstanding individual to join our warm and high-achieving Catholic independent preparatory school as Bursar. The successful candidate will have strong financial and commercial acumen, be able to implement robust and operational controls whilst providing exceptional support services.

The Bursar plays a fundamental role in ensuring the smooth and efficient running of the operational, administrative and compliance side of the school. This is a rewarding hands-on role, requiring a flexibility of approach by an individual who is self-motivated, able to work independently but also able to contribute to the management team.

Reporting to the Head and the Trustees, the key responsibilities of the Bursar cover multiple areas including, but not limited to:

- Finance and accounting, including fee invoicing and VAT reporting
- Financial forecasting
- Preparation of Statutory accounts
- Management of Early Years Funding Scheme
- HR and payroll
- Data and Employment Compliance
- Major supplier contract negotiations
- Annual policy and contract reviews
- Requirement to stay abreast of all relevant industry updates
- Any other operational duties as required by the Head.

We are looking for an experienced professional, ideally with a recognised financial qualification and an understanding of working within an academic environment. Key qualities will include:

- A proven record in financial management and control as well as an ability to interpret and present complex financial information to ensure operational efficiency
- Knowledge of employment law, HR and recruitment processes
- Strong awareness of confidentiality and data protection

Personal qualities are likely to include:

- Strong commitment to the values, ethos and safeguarding responsibilities of the Ursuline Preparatory School
- Highly organised, detail-focused and quality-driven
- Proactive, flexible and resilient with excellent interpersonal skills

“The Sunday Times Independent Preparatory School of the Year 2021”

To request a full application pack, please contact bursar@ursulineprepwarley.co.uk.

Closing date for applications is Friday 23 October 2026.

Anticipated start date is 1 December 2026

All employees of the Ursuline Preparatory School have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm. Appointment is subject to satisfactory references and an enhanced disclosure from the Disclosure and Barring Service.

As an equal opportunities' employer, we are committed to the equal treatment of all current and prospective employees and do not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership. We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds.