



# Kaleidoscope Multi-Academy Trust

## School Bursar Vacancy

**Contract:** School Bursar (permanent from February 2026)

**Location:** Crockerne C of E Primary Schools and Kaleidoscope MAT Central Office

**Salary:** JG7 SCP24 - 27 (£35,412 to £38,220) - depending upon experience

**Hours:** 12-15 per week, Term Time Only plus 1 additional week

We are seeking a School Bursar to support the Kaleidoscope Central Team and assigned school, Crockerne C of E Primary School, for which they will be responsible for. This is an exciting and rare opportunity for someone to move onto their next stage of finance in this innovative and significant role, where the successful candidate will impact upon the children, families, staff and community of local schools and as part of a Multi-Academy Trust.

This is an exciting new role that has been established to assist in the smooth day-to-day running of all Finance and Budgetary control aspects within the allocated schools and supporting the central team. Working under the direction of the CFO (Chief Finance Officer), Headteacher and CEO (Chief Executive Officer) and within the policies adopted by the Trust board and the Academy Trust handbook. This role will provide efficient and effective management and supervisory support on all operations including Finance, Budgets, Procurement, HR, Payroll, Premises by working with the school's Office Manager and Finance/Admin team and supporting the SFOO (Senior Finance & Operations Officer) and general administrative matters. You will be working within both a school and the central Trust office environment.

At Kaleidoscope MAT, we have worked together to develop strong policy, procedure and practice across our schools. We also recognise the uniqueness and diversity of our schools and celebrate this. Both Crockerne and the KMAT Central Office play important roles within their local communities.

Both sites have highly skilled and dedicated staffing teams. School Governors and Parents/Carers are very supportive and the children are able to thrive and excel. They enjoy school, learning and the wide range of provision and opportunities available to them. As a Church school, Crockerne has excellent links with the Diocese of Bath and Wells.

Visits to the school are welcome, if you would like to discuss this or the role more generally, please contact Jo Walters (CFO, Kaleidoscope MAT) using the MAT Central Office contact information. Please see the *School Bursar Recruitment Pack* for further information.

**Closing Date:** Noon on Friday 23<sup>rd</sup> January 2026 – site visits are welcome from w/c 6<sup>th</sup> January 2026

**Interview Dates:** w/c 26<sup>th</sup> January 2026

**Address:** Kaleidoscope MAT, C/O St Martin's C of E Primary School, Weston-s-Mare, BS22 9BQ

**Telephone:** 01934 640941

**Email:** [office@kmat.co.uk](mailto:office@kmat.co.uk)

**Websites:** [www.kaleidoscopemat.co.uk](http://www.kaleidoscopemat.co.uk) / [www.crockerne.co.uk](http://www.crockerne.co.uk)

### Safeguarding Statement

Kaleidoscope Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All appointments are subject to an enhanced DBS disclosure and satisfactory references. We will be undertaking an appropriate online search for shortlisted candidates. It is an offence to apply for a role that requires regulated activity if you are barred from doing so. Our safeguarding policy is available on the Kaleidoscope website: <https://www.kaleidoscopemat.co.uk>.