



# Kaleidoscope Multi-Academy Trust

## School Bursar Vacancy

**KALEIDOSCOPE**  
Multi Academy Trust

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

**Location:** Cockerne C of E Primary Schools with occasional visits to the 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, Cockerne 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 working with the Office Manager and Finance/Admin school team and supporting the SFOO (Senior Finance & Operations Officer) and general administrative matters.

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. Cockerne plays an important role within their local community.

Both Cockerne and the KMAT central office 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, Cockerne 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.

If you wish to apply, please complete the application form along with a covering letter of application and submit through the postal or office channels detailed below before the vacancy closing date.

**Closing Date: Noon on Friday 20<sup>th</sup> February 2026**

**Interview Dates:** w/c 23<sup>rd</sup> February 2026

**Address:** Kaleidoscope MAT, C/O St Martin's C of E Primary School, Weston-super-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.cockerne.co.uk](http://www.cockerne.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>.