



**Aldenham
Foundation**

Bursary Secretary

35 hours per week Monday to Friday
Full Year

The Bursar is looking for a highly organised and IT literate individual with excellent secretarial and communication skills. You will be able to work on own initiative and prioritise workload.

A flexible approach and good organisation skills are essential.
There will be a requirement to work four early evenings per school term.

**Please find attached a Job Description and Application form.
If you are interested in applying please return the Application Form to
vacancies@aldenham.com**

Closing date: 20th September 2017

The School is committed to safeguarding, promoting British values, promoting the welfare of children and young people and the prevention of extremism and radicalization.