

A Woodard School and Society of Heads School

# BURSAR

Peterborough, Cambridgeshire

## **Required for January 2026 (or earlier)**

The Peterborough School (TPS) is an Independent Day School delivering exceptional education and nurturing children from Nursery through to Sixth Form. The School is set in beautiful and historic grounds with excellent facilities, in the heart of Peterborough, benefitting from both superb transport links and our own secure car park.

The Governing Body and Head are seeking an outstanding individual to join the Senior Leadership Team as the Bursar and Clerk to the Governors from January 2026 (or earlier if possible). For an exceptionally able individual, this post offers an exciting opportunity to play a key role in shaping the future of the School's development. The person selected will be responsible for the efficient management of the School's financial planning, risk and compliance, HR function, operational management, and estate oversight, to support the School's educational aims.

The successful candidate will be a good communicator, a strategic thinker and have a proven record of well-developed financial and commercial acumen, allied with project management experience. Excellent interpersonal, communications and management skills are essential, as is a keen sense of humour.

At The Peterborough School we have high standards and expectations, and we are interested in education in the fullest sense. Our curricular and extra-curricular programme, combined with excellent pastoral support, reflect our commitment to ensuring that our pupils benefit from a first-class education in a supportive setting.

All of our staff are integral to this mission, inspiring and challenging the minds of our children, optimising their potential in the broadest sense, and supporting each other to make this reality. Staff wellbeing is a key priority for the Governors and Senior Leadership Team and is promoted throughout the School.

We would love to hear from you if you have taken a look at our Person Specification and Job Description and think that you would like to learn more about us.

The salary will be commensurate with qualifications, experience and market norms, in the range £65,000 to £75,000. Benefits include a contributory pension scheme, subsidised private healthcare, as well as a generous fee remission for children and other perks.

The Peterborough School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and an Enhanced Disclosure and Barring Service (DBS) check.

The appointment is being led by the School's HR consultants, VERO HR. More details and an application form are available from the 'Contact Us' section of our website [www.thepeterboroughschool.co.uk](http://www.thepeterboroughschool.co.uk). Further details can be obtained from C Dolby, Human Resources Advisor, email: [hr@tps.ch.co.uk](mailto:hr@tps.ch.co.uk)

To apply please send a covering letter together with the completed Application Form.  
A CV is welcome but only when submitted with the Application Form.

**Closing date: midday on Friday 8 August 2025**

First round interviews will take place on 15 August, with the date for final interviews to be confirmed.

**The Peterborough School, Thorpe Road, Peterborough PE3 6AP**  
**Tel: 01733 343357**