



Accounts Payable Supervisor

Required to start as soon as possible after successful interview.

30 hours per week, all year round. Term-time only working plus some weeks in the school holidays could be considered for the right candidate.

Salary scale: 11 to 14 - £25,979 - £27,334 FTE
(equivalent to £22,110 - £23,208.65 actual salary)

This is an ideal role for a positive, personable, energetic person with excellent organisational and administrative skills including the ability to work to deadlines and flexibility to take on new tasks as they arise.

Ofsted assessed Balcarras in 2005, 2009, 2014 and 2025 as 'Outstanding' in every category, the High School Leckhampton in 2024 as 'Outstanding' in every category and Winchcombe School 'Good' in every category in 2022.

Please see the Applicant Pack for further information including a Job Description on the Balcarras Trust website www.thebalcarrastrust.co.uk

Application

To apply, please send completed application forms to jobs@balcarras.gloucs.sch.uk

Closing Date for applications: Wednesday 14th May 2025, 9am.

Interviews will be on a rolling basis as and when suitable candidates apply.

Interested applicants are advised to apply straight away.

For further information about the post, please contact the school at the above email address.

The Balcarras Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. This role will involve regulated activity with children. We particularly welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion. Please also read the Recruitment Selection and Disclosure Policy within "How to apply" which includes our policy on recruiting ex-offenders. All posts are subject to an enhanced DBS check and receipt of two satisfactory references.