



**Aldenham**  
founded 1597

## **Bursary Secretary**

**Monday to Friday  
35 Hours per week  
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.**

**If you are interested in applying please return the Application Form to [vacancies@aldenham.com](mailto:vacancies@aldenham.com)**

**Closing date: 20<sup>th</sup> 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.*

**CV'S ALONE WILL NOT BE ACCEPTED**