*Oakhyrst Grange School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. At this school we respect and value all children and are committed to providing a caring, friendly and safe environment for our pupils so that they can learn in a relaxed and secure atmosphere. We believe that every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Oakhyrst Grange School. We recognise our responsibility to safeguard all who access our school and promote the welfare of all of our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.*

**Full Time Bursar**

Anderson Quigley is delighted to be working with Oakhyrst Grange School to appoint a Bursar who will support the school’s next phase of growth and development. This full-time, permanent appointment will be based at the school’s grounds in Caterham, Surrey.

Oakhyrst Grange is a small and popular coeducational independent prep day school for children aged between 3 and 11 years. The school prides itself on being a place where children are happy, confident, and well-supported to thrive both academically and personally. The school is managed by the Board of Charity Trustee Governors of the Oakhyrst Grange School CIO.

The appointment of the Bursar will be a significant one and will play a key role in the school’s continued development. As Bursar, you will bring experience in financial planning, risk and compliance, operational management, and estate oversight. Adaptability in the face of sector-wide changes is also required. Together with the incoming Head, the Bursar will lead the development of a rolling operating budget and regularly review the school’s long-term financial plan to ensure compliance, stability, and continued investment across the school.

Oakhyrst Grange School has appointment recruitment specialist Anderson Quigley to support this appointment. For further information, please visit our [website](https://andersonquigley.com/bursar-oakhyrst-grange-school/) or for a confidential discussion please contact Phil Gifford at phil.gifford@andersonquigley.com or +44 (0) 7743 936 121.

**Key Dates:**

Closing date for applications is noon on Friday 27th June 2025.

Should your application be successful there will be an opportunity for an informal school tour during week commencing 30th June 2025

Short-listed applicants will be called for interview week commencing 7th July and 14th July