Location: Hamilton Lodge School and College, Brighton
Salary: PO6 (Points 40–43)
Contract: Full-time, 52 weeks

Hamilton Lodge is seeking a strategic and dynamic *Charity Bursar* to lead our vital business and operational functions. Reporting directly to the Trustees, you will ensure the effective financial, administrative, and legal management of the charity, while helping shape our long-term strategy.

You’ll be a key member of the School Leadership Team and the Trustees’ Executive, overseeing charity compliance, HR, premises, facilities, IT, marketing and fundraising. A crucial part of the role involves preparing and presenting reports for the Board of Trustees, managing annual audits and ensuring our operations are sustainable and aligned with our mission to support Deaf children and young people.

We are looking for a confident leader with experience in finance, charity governance, project management, and HR, ideally with knowledge of education or social care settings. Strong interpersonal skills, attention to detail and a commitment to safeguarding are essential.

British Sign Language (BSL) skills or a willingness to learn are highly valued.

The post is subject to an enhanced DBS to check your suitability to work with children. You must declare all convictions, cautions, and bind overs; including ones that may be considered spent.

Join us to make a difference in a values-driven organisation supporting the Deaf community.

To apply please visit <https://www.hamiltonlsc.co.uk/> and use the non-teaching application form or for further details, contact hr@hamiltonlsc.co.uk

Closing date: 27th June 2025