

PERSON SPECIFICATION

Job Title : Bursar

Grade 7

Person specification

CRITERIA	QUALITIES- ESSENTIAL	DESIRABLE
Experience	<ul style="list-style-type: none">➤ Experience in a school, or in a relevant field outside education➤ Health & Safety knowledge➤ Line management experience➤ Contributing to staff development➤ Working with children or young people➤ Use of Microsoft Office suite eg word/excel	<ul style="list-style-type: none">➤ Experience in the use of➤ School's Information Management System (SIMS.net)
Qualifications and training	<ul style="list-style-type: none">➤ A degree or other relevant qualification - ideally in accountancy, business management or a related discipline	<ul style="list-style-type: none">➤
Personal attributes/ skills	<ul style="list-style-type: none">➤ Good team player with a sense of humour➤ Excellent attention to detail➤ Able to manage unpredictable & variable workload whilst maintaining a positive outlook➤ Ability to multi task and prioritise➤ Effective communication and interpersonal skills➤ Ability to build effective working relationships with staff and other stakeholders➤ Understanding of data protection and confidentiality	<ul style="list-style-type: none">➤
Other requirements	<ul style="list-style-type: none">➤ Supportive of the values & ethos of the school➤ Ability to build rapport & engage with parents	<ul style="list-style-type: none">➤