

Little Stanion Primary School
School Bursar and Office Manager Person Specification

Attributes	Essential	Desirable
Qualifications	NVQ Level 3 or equivalent in a relevant <i>and/or</i> School Business Management qualification or equivalent <i>and/or</i> work experience in a relevant organisation (preferably a school) if none of the above qualifications	Experience of managing budgets within schools
Experience	Previous use of financial accounting software and SIMS or other MIS system Supporting and developing others within a team Safeguarding procedures Change Management Financial reporting and budget management Procurement and asset management	Line management responsibility Previous use of online payment platforms such as Tucasi/Scopay Human Resource management Site management and relevant record keeping Social media, website management and marketing experience
Knowledge, Skills and Aptitudes	Able to assist with strategic planning and project management Ability to implement monitoring and evaluation strategies Ability to develop and implement policies Ability to generate, organise and analyse data Ability to use initiative and be forward thinking Ability to communicate a vision and inspire others Excellent IT knowledge and skills Excellent interpersonal and communication skills Awareness of health and safety management and procedures	Knowledge of budget setting and budgetary control procedures Understanding of strategies for school improvement Experience of working collaboratively with other schools Understanding of promoting positive relationships with the wider school community Understanding of Data Protection laws and processes Knowledge of upkeep of Single Central Record and DBS regulations
Personal Qualities	Commitment to promoting the ethos and values of the school Team player, able to develop and maintain appropriate working relationships with all members of the school's community through effective communication Positive and flexible attitude - can do approach High standards and expectations with excellent attention to detail Calm, organised, professional attitude Sound judgement and integrity Commitment to maintaining confidentiality when dealing with sensitive issues, information handling and in the storage of information Ability to work under pressure and prioritise effectively Commitment to safeguarding and equality	Willingness to be an active member of the school community and visible to children. I.e. attending school trips and events. Someone who will go above and beyond to provide the children at Little Stanion Primary the best experience possible.