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| Person Description: Bursar |

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|  | **Essential** | **Desirable** |
| **Qualifications and training** | The successful candidate will:   * + - * Have some school based experience | * Have a recognised finance management certificate. * Safer recruitment training. * Health and safety training. |
| **Experience** | The successful candidate will have experience of:   * Working with payroll software. * Recruiting for a school setting. * Using management information systems. * Facilities management. * Setting and managing budgets. | * Previous experience working in a school environment. * Experience of managing and implementing strategic plans and financial reporting. |
| **Knowledge and skills** | The successful candidate will be able to:   * Present clearly a wide range of specialised information to both school staff and others. * Demonstrate a proven ability to work sensitively and effectively with colleagues to help them to improve their everyday practice. * Show that they are able to prioritise their workload with conflicting deadlines, whilst maintaining a high level of accuracy and attention to detail. * Problem solve and create innovative solutions. * Possess excellent ICT skills with a sound knowledge of software packages, such as Microsoft. | * Capacity for, and interests in, enhancing further personal development. * Experience of applying for school grants, fundraising and submitting bids. * Understanding of the principles behind school improvement, including school improvement planning, monitoring and reviewing progress. |

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| **Personal qualities** |  |
| The successful candidate will have:   * A calm and organised nature. * Excellent verbal and written communication skills. * Excellent time management and organisation skills. * A flexible approach towards working practices. * High expectations of self and professional standards. * The ability to work as both part of a team and independently. * The ability to maintain successful working relationships with other colleagues. * High levels of drive, energy and integrity. * A commitment to equal opportunities and empowering others.   The successful candidate will be:   * Committed to promoting high-quality care to pupils. * Dedicated to promoting their professional development and achieving desired qualifications. * Able to plan and take control of situations. * Committed to contributing to the wider school and its community. * Capable of handling a demanding workload and successfully prioritising work. * Professionally assertive and clear thinking. | The successful candidate will be able to meet the attributes of the Trusts Values:  **Aspiration**   * Inclusive and respectful to all our colleagues * Keen to keep developing and receptive to change * Reflective and learn from mistakes   **Believe**   * Passionate and have a positive outlook * Confident to share their opinions and ideas and value those of others * Solution focused   **Community**   * Considerate of all * Welcoming * Adaptable * Understanding of the needs of the wider community * Look after our own and each other’s well being |