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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.
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| **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.
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| **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
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