

Person specification – Bursar & Site Operations Manager

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> ➤ NVQ Level 3 or equivalent in a relevant subject and/or ➤ School Business Management qualification (e.g. DSBM, CSBM, ADSBM) or equivalent in accountancy and/or ➤ Substantial amount of work experience in a relevant organisation (preferably a school) if none of the above qualifications
Experience	<ul style="list-style-type: none"> ➤ Working in business administration, accounting or related disciplines ➤ Previous use of financial accounting software and SIMS or other MIS system ➤ Financial reporting and budget management ➤ Procurement and asset management ➤ Managing contracts and working with business clients ➤ Organising, leading and motivating other staff ➤ Experience in the management and development of health and safety systems, and statutory building and safety systems, including site security; ➤ Managing staff ➤ Working with children or young people ➤ Previous use of online payment platforms ➤ Site management and relevant record keeping ➤ Change Management ➤ Premises management ➤ Safeguarding procedures ➤ Managing HR
Skills and knowledge	<ul style="list-style-type: none"> ➤ Expert knowledge of accounting, budget setting and budgetary control procedures ➤ Able to assist with strategic planning and project management ➤ Ability to implement monitoring and evaluation strategies ➤ Ability to generate, organise and analyse data ➤ Ability to use initiative and be forward thinking ➤ Excellent interpersonal and communication skills ➤ Awareness of health and safety management and procedures ➤ Understanding of Data Protection laws and processes ➤ Good knowledge of school regulations and guidance ➤ Competent use of IT packages including word processing, spreadsheets, computerised accounting systems and school MIS systems ➤ Ability to plan, organise and prioritise ➤ Understanding of safeguarding ➤ Willingness to participate in training and development opportunities ➤ Understanding of strategies for school improvement ➤ Experience of working collaboratively with other schools ➤ Understanding of promoting positive relationships with the wider school community ➤ Knowledge of upkeep of Single Central Record and DBS regulations ➤ Knowledge of the School Census return
Personal qualities	<ul style="list-style-type: none"> ➤ Commitment to promoting the ethos and values of the school and getting the best outcomes for all students ➤ Team player, able to develop and maintain good 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 ➤ Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the reputation of the school ➤ 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 ➤ Embraces change well ➤ Excellent communication skills ➤ Ability to work well as a team leader ➤ Ability to relate well to students and adults