

St. Peter's C.E. Primary School

Person Specification

Achieve **B**elieve **C**reate

SCHOOL BURSAR

The person specification is an overview of the skills, knowledge and experience required to successfully fulfil this role. Applicants should therefore pay particular attention to demonstrating their experience or ability to be able to meet the selected essential criteria which will be used in the shortlisting and interview process.

Qualifications

Criteria	Essential	Desirable	How Assessed
Good standard of education	✓		Application Form
Appropriate Accountancy/ Business Management Qualifications		✓	

Experience

Criteria	Essential	Desirable	How Assessed
Experience of operating in an accountancy/ finance role	✓		Application Form Interview References
Experience in an administrative role	✓		
Experience in managing budgets	✓		
Experience dealing with staff pay and personnel	✓		
Proven IT skills including Microsoft Office software and email	✓		
Experience of a school management information system		✓	
Experience of school financial management system		✓	

Skills and Abilities

Criteria	Essential	Desirable	How Assessed
Excellent organisation, administrative and IT skills	✓		Application Form Interview
Ability to learn new skills and processes quickly	✓		
Ability to prioritise, plan and organise self and others	✓		
Ability to use own initiative and judgement to solve problems	✓		
Ability to communicate with a range of audiences including staff, governors, pupils and parents/ carers	✓		

Personal Qualities

Criteria	Essential	Desirable	How Assessed
Reliable, diligent and strong awareness of confidentiality	✓		Application Form Interview References
Patience, tact and sensitivity	✓		
Works well in a team with a flexible and co-operative approach to meet the changing needs of the school	✓		
Possess a positive attitude to change, new ideas and challenges	✓		
Willingness to participate in further training opportunities	✓		
Commitment to the value of Christian education and contribute towards the aims and ethos of St. Peter's School		✓	

References

Criteria	Essential	Desirable	How Assessed
Positive recommendation in professional references	✓		References