



School Bursar and Site Manager Person Specification Requirements	Essential (E) or Desirable (D)
Knowledge & Understanding	
Sound knowledge of schools' finance and pupil database systems (preferably SIMS) and budgetary experience	E
A relevant professional qualification (eg: AAT, CSBM or DSBM) or relevant experience in the role.	E
Understanding of Premises and Health & Safety legislation	E
Understanding of HR practices	D
Minimum of 2 year post-qualification experience	D
Skills	
Ability to communicate effectively, negotiate and network through highly developed interpersonal, written, oral and presentation skills	E
Able to deal with changing and conflicting deadlines and frequent interruptions to work, supervision of staff and allocation of work	E
Well-developed communication, planning and organisational skills	E
Ability in evaluating and achieving service quality and in setting/achieving strategic objectives	E
Ability to prioritise work, and to meet and manage work to tight deadlines	E
Flexible and solutions focused	E
Experience	
Working within the education sector or public sector	E
Income generating activities	D
Building, leading and sustaining complex working relationships	E
Promoting and leading management of change	E
Working in co-operation and partnership with a wide range of stakeholders	E
Setting budgets and maintaining a financial management system	E
Managing rigorous financial control procedures	E
Establishing and implementing a strategic business planning process	E
Experience of procuring and/or managing service contracts in the public, private or independent sectors	D

Other	
Be willing to commit to the values of the School	E
Respect confidentiality in discussing pupil or staff related information and school business operations	E
Show flexibility in working arrangements in terms of duties and working hours/pattern to meet emergencies and changed circumstances	E
Demonstrate a commitment to continuous professional development	E
Have an understanding of the school culture and working in a teaching environment.	E