

DUNTON GREEN PRIMARY SCHOOL

Person Specification (Bursar)		
	Essential	Desirable
QUALIFICATIONS	<ul style="list-style-type: none"> • Good level of education to at least A level standard or equivalent • High level of literacy and numeracy (Minimum Maths and English GCSE/equivalent 'C' grade.) • Ownership and commitment to • continuous learning and development 	<ul style="list-style-type: none"> • Level 3 Diploma (or equivalent) or having or willing to work towards the Certificate of School Business Management (CSBM).
EXPERIENCE	<ul style="list-style-type: none"> • Experience in a Finance setting, including understanding of Business Development strategies • Good written and spoken English • Experience of managing workload and prioritising tasks • Knowledge and practical experience of current hardware and software packages including Microsoft Excel and finance databases 	<ul style="list-style-type: none"> • Experience of managing and motivating staff • Experience working in a School • Knowledge and experience of using FMS/SIMS/BPS/O365 • Knowledge and Experience of Office365 • Understanding of Estate/Facilities • Management
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Analytical skills for business and financial management of school resources over the medium term, involving a range of complex issues, situations and problems. • Strong interpersonal and communication skills – written and verbal • Ability to work as part of a team and actively promote teamwork • Ability to act professionally and problem-solve • Ability to respond positively under pressure • Good communication and presentation skills, including writing reports, preparing budget documents, etc • Good organization & time management skills ability to manage priorities & meet deadlines 	<ul style="list-style-type: none"> • A good awareness and understanding of key issues in relation to procurement, contracts, risk assessment and traded services to schools • Understanding of Health and safety legal compliance • First aid qualified • Marketing and bid writing experience.
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Assured manner. High level customer service skills and professional ethos • Is proactive and has a 'can do' approach • Able to maintain confidentiality in all circumstances • Able to build good relationships with pupils, parents, staff, Governors and outside agencies • Hardworking and enthusiastic • Presents a professional manner at all times • Enjoys a challenge • Possess a sense of humour • Demonstrates the schools core values 	<ul style="list-style-type: none"> • Willingness to support at PTA events