JOB SPECIFICATION

Post: **Bursar (Grade G)**

E: Essential *D: Desirable* *AF: Application Form* *I: Interview*

Qualifications and Training • Level 2 qualification in Numeracy / Maths and Literacy / English or equivalent qualification. • NVQ Level 4 in Administration / Business / Certificate in School Business Management or equivalent qualification or experience.	**E** **E**	**AF&I**
Experience • Several years experience of working in an office environment at a more senior level. • Knowledge of relevant policies/codes of practice and an awareness of relevant legislation. • Appropriate knowledge of First Aid. • Basic awareness of inclusion, especially within a school setting.	**E** **E** **D** **E**	**AF&I**
Skills, Knowledge, Aptitudes **Communication & Influence** • Selects the appropriate content and delivery style to communicate ideas, plans and decisions. • Ensures communication delivers the right sense of urgency and importance. Speaks and writes in a way that results in an effective action. • Asks questions to check understanding of the message and understands the importance and benefit of two-way communication. **Team working** • Builds trust and respect with individuals throughout the school, developing collaborative and consultative working relationships across schools. • Communicates openly and interactively, listening carefully to others and valuing their opinion. • Openly shares information and own expertise with others to enable them to achieve their goals. **Organisational awareness** • Keeps up to date with educational developments, analysing and interpreting how this impacts on own area of responsibility. • Uses this external awareness to see new and different possibilities, thinking laterally to develop creative and innovative ideas and practical	 **E** **E** **E**	**AF&I**

solutions to meet the needs of the school. • Regularly networks inside and outside the school to exchange ideas and information. **Adaptability** • Contributes personally to the change process. • Helps others to understand the need and reasons for the change. • Effectively implements new ideas and methods to adapt working practices. • Helps plan, develop, set up and monitor systems and processes to effect change. • Challenges existing practices and conventional thinking. **Use of technology** • Is able to use and understands the purpose of information communication technology (ICT) and is able to develop the use of technology within own workplace by utilising a variety of standard software available. • Is able to manipulate data and extract information, which is then presented in an appropriate format. • Has the ability to share skills and knowledge within the workplace and provides advice and guidance to others. **Professional Values and Practice** • Demonstrates high expectations for all pupils. • Ability to build and maintain successful relationships with people, treat them consistently, with respect and consideration. • Ability to work collaboratively with colleagues and carry out the role efficiently, knowing when to seek help and advice. • Ability to improve your own practice through observations, evaluation and discussion with colleagues.	**E** **E** **E**	
Special Requirements • Requirement to complete Support Staff Induction Programme. • Requirement to complete Appointed Persons First Aid at Work training.	**E**	**I**