



**Kirkby on Bain**  
**Church of England Primary School**  
*'Learning together for life'*



**School Bursar – Person Specification**

	Job requirements	Essential	Desirable	* How assessed
<b>Qualifications and experience</b>	GCSE grade C or equivalent in Mathematics and English	✓		A
	Educated to A-level standard or equivalent		✓	A
	AAT, SMB, ISBL qualification or equivalent knowledge and skill		✓	A
	Ability to proficiently use Microsoft Office including word & excel to record, extract & manipulate data to produce budget forecasts and graphs for reporting purposes	✓		A & I
	Excellent organisational skills	✓		A, I & T
	Financial experience within a busy office environment	✓		A, I, R
	Financial experience within a busy school office environment		✓	A, I, R
	Knowledge of financial education software or the willingness to undertake training	✓		A, I
	Exceptional standard of written, oral and numerical communication at all levels including handling a range of enquiries	✓		A, I
	Ability to adapt to changing circumstances	✓		A, I, T
	Ability to work to deadlines and to respond positively to all aspects of work	✓		I, R
	Effective team worker	✓		A, I, T, R
	Familiar with school financial procedures & policies.		✓	A
<b>Personal and interpersonal</b>	Ability to be an effective timekeeper and able to organise and manage your own time, working independently and prioritising own workload	✓		I, R

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	Ability and willingness to manage, supervise and appraise other members of support staff	✓		I, R
	Ability to work and communicate effectively with different groups of people, including pupils, staff, governors, companies, external organisations and other representatives	✓		A, I
	Ability to work under pressure whilst interrupted in a busy work environment	✓		A, I, T
	Absolute confidentiality, with sound judgement about where to draw the line with the information possessed	✓		I
	Ability to use initiative/problem solving	✓		I
	Ability to anticipate problems and identify issues that need to be dealt with urgently	✓		A, I, T
	High level of communication skill	✓		A, I
	High level of financial acumen	✓		A, I, T
	Demonstrable attention to detail	✓		I
	The ability to produce budget reports, forecasts and monitoring effective spending for the Headteacher and Governing Body	✓		I
	A commitment to the responsibility of safeguarding and promoting the welfare of young people	✓		I
	The ability to prioritise competing deadlines and maintaining good humour	✓		A I
	The ability to promote and support the school's vision and values	✓		
<b>Child Protection</b>	Enhanced DBS disclosure ( <i>to be completed by preferred candidate following interview</i> )	✓		I
	Willingness to undertake Child Protection/Safeguarding training	✓		I

\* A – Application Form

I – Interview

T – Task

R - Reference

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