



JOB SPECIFICATION

Post: Bursar (Grade G)

E: Essential

D: Desirable

AF: Application Form

I: Interview

<p>Qualifications and Training</p> <ul style="list-style-type: none"> • 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. 	<p>E E</p>	<p>AF&I</p>
<p>Experience</p> <ul style="list-style-type: none"> • Several years of experience 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. 	<p>E E D E</p>	<p>AF&I</p>
<p>Skills, Knowledge, Aptitudes</p> <p>Communication & Influence</p> <ul style="list-style-type: none"> • 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. <p>Team working</p> <ul style="list-style-type: none"> • 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. <p>Organisational awareness</p> <ul style="list-style-type: none"> • 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 solutions to meet the needs of the school. • Regularly networks inside and outside the school to exchange ideas and information. <p>Adaptability</p> <ul style="list-style-type: none"> • Contributes personally to the change process. 	<p>E E E E</p>	<p>AF&I</p>

<ul style="list-style-type: none"> • 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. <p>Use of technology</p> <ul style="list-style-type: none"> • 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. <p>Professional Values and Practice</p> <ul style="list-style-type: none"> • 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	
<p>Special Requirements</p> <ul style="list-style-type: none"> • Requirement to complete Support Staff Induction Programme. • Requirement to complete Appointed Persons First Aid at Work training. 	E	I