

PERSON SPECIFICATION

JOB TITLE: Bursar or Finance Manager / Officer

DEPARTMENT: Education

GRADE:

POST NO:

PREPARED BY:

DATE: 14 May 2014

E = ESSENTIAL D = DESIRABLE		SOURCE OF EVIDENCE - APPLICATION = A TEST = T INTERVIEW = I	
	1. EXPERIENCE, direct work experience, other relevant experience.	W =	
E	Substantial administrative experience with two to three years within an educational environment.		A/I
E	Experience of supervising staff.		A/I
			A/I
	2. KNOWLEDGE, without which the job cannot be done effectively.	W =	
E	Full working knowledge of policies and practices of schools.		A/I/T
E	Financial packages.		A/I/T
D	School system – EMS.		A/I
			A/I
	3. SKILLS & ABILITIES, Essential/Capable of doing, Desirable/Able to train.	W =	
E	ICT in particular Microsoft Office.		A/I
E	Excellent numeracy / literacy skills.		A/I
E	Ability to organise, lead and motivate staff.		A/I
E	Ability to plan and develop systems.		A/I
			A/I
	4. QUALIFICATIONS, TRAINING & EDUCATION, also identify training to be given.	W =	
E	NVQ Level 3 or equivalent.		A/I
E	English and Maths GCSE Grade C or above or equivalent.		A/I
			A/I
	5. PERSONALITY, SOCIAL SKILLS, Relationships, thinking style, disposition.	W =	
E	Able to relate well with children and adults.		A/I
E	Good team player.		A/I
			A/I
	6. OTHER FACTORS, Physical, Mobility, Availability, Conditions, etc.	W =	A/I
	CONTRA INDICATIONS, if any	W =	
			A/I