

Person Specification: Bursar/Business Manager



**EWELL CASTLE
SCHOOL**

Achieving Each Child's Potential

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Relevant accounting qualification. • High standard of literacy, numeracy and ICT skills. 	<ul style="list-style-type: none"> • University Degree or higher academic qualification. • Further degree/ACCA/CIMA/CSBM/Business qualification.
Experience	<ul style="list-style-type: none"> • Experience in leadership/management at Senior Management level. • Experience of monitoring performance of staff and contractors. • Relevant financial and business experience. 	<ul style="list-style-type: none"> • Experience of working with a (school) management information system (iSAMS) and Office 365. • Experience of appraisal and performance management. • Experience of working in an educational environment. • Experience of premises development/buildings maintenance.
Knowledge & Skills	<ul style="list-style-type: none"> • A passion for excellence in education and a commitment to high achievement. • Ability to lead on all financial matters. • Ability to lead on all health and safety and risk assessment matters. • Substantial understanding of compliance issues. • Ability to relate to all staff in a positive and constructive way and inspire them to achieve their personal potential. • Ability to earn the respect of staff, governors and parents. • Ability to build upon the strengths and expertise of individual staff and possess the flair to motivate. • Be capable of leading and contributing to the work of the Senior Management Team. • Ability to chair and work within a committee effectively. • Ability to lead and manage people to work as individuals and as a team towards a common goal. • Be an effective and confident communicator, having a good command of English, both spoken and written to all audiences. 	<ul style="list-style-type: none"> • Compliance Team Inspector Status. • Proficient in Sage 200.

	<ul style="list-style-type: none"> • Ability to communicate the School's values and a desire to promote a positive image of the School. • Ability to work as a team and on one's own as well as build constructive relationships. • Capacity to respond to changing needs with vision and ability to translate vision into practical policies. • Ability to use current Windows based packages including Microsoft Word, Excel, Outlook and PowerPoint as well as financial and premises software relevant to this role. 	
Personal Qualities	<ul style="list-style-type: none"> • A commitment to safeguarding and promoting the welfare of children. • To display the highest levels of integrity and complete trustworthiness and discretion. • Have strong leadership qualities. • Be a problem solver, think strategically, able to reflect upon one's own practice and to analyse problems, reach judgments and resolve issues. • Be highly organized and self motivated with the ability to prioritise and work to tight deadlines whilst retaining a professional composure. • A commitment to continuing professional development of staff and self. • Have an excellent punctuality and attendance record. • Be of smart professional appearance. • Display optimism, flexibility, resilience and a well developed sense of proportion and humour. • Confident and authoritative. 	<ul style="list-style-type: none"> • An awareness of the importance of confidentiality and data protection. • Conversant with relevant educational issues and developments within the specific field but also in more general areas.

07/09/2017