



# CLIPSTON ENDOWED (VC) PRIMARY SCHOOL

## BURSAR/OFFICE MANAGER – PERSON SPECIFICATION

Essential	Desirable	Proof
Substantial amount of work experience in a school, to include supervisory experience	Experience of supervising premises staff eg: Site Supervisor and/or Cleaners	Application Form
Budget management skills	Experience of setting the school budget	Application Form / Interview
Fully competent IT & keyboard skills		Application Form / Qualification
Experience of working with data	Experience with SIMS and Local Authority portals	Application Form / Interview
Excellent communication skills including written correspondence and verbally/face to face	Minute taking	Application Form
High level of data protection, security & confidentiality awareness		Application Form / Interview
	Understanding of corporate equality standard, diversity issues and impact in immediate work and service area	Application Form / Interview
Health & Safety awareness		Application Form / Interview
Enthusiasm / Sense of humour		Application Form / Interview
Ability to work under pressure, undertaking multiple tasks simultaneously		Application Form / Interview
Teamwork and a positive mindset		Application Form / Interview
Good organisational skills and attention to detail		Application Form / Test

