



PARKSIDE SCHOOL

Person Specification – Bursar

- A minimum of a degree level qualification or equivalent, ideally with a professional qualification in finance, management or property
 - A positive 'can do' attitude with the ability to analyse and evaluate complex issues and provide appropriate solutions
 - A proven track record of achievement at senior management level in a substantial organisation, where strong financial and communication skills are important elements
 - Evidence of the ability to lead, motivate and influence in a complex professional structure
 - Experience of working in a collaborative team-based environment
 - Some knowledge of the school sector (but this is not essential).
 - Knowledge and experience of co-ordinating and managing building and major maintenance projects (desirable but not essential)
 - Experience of the application of ICT in the development of management information systems
 - Intellectually strong, ability to initiate and fully develop key concepts and ideas
 - Strategic ability to view the business from varying perspectives in order to identify alternative models
 - Ability to assist the Head and the Governors in strategic planning for the School's future
 - Excellent interpersonal and influencing skills. Strong communication ability, both written and verbal. Ability to express thoughts, concepts and ideas with clarity, tact, and conviction to ensure they are received with enthusiasm and commitment
 - Flexibility in management styles. Ability to move between empowering and consulting through to clear directing with a sense of purpose
 - Ability to build a working climate that is mutually enabling and collaborative
 - The energy, enthusiasm and good humour to play a full role in the life of the School and the surrounding community
 - Demonstrable leadership abilities and a good eye for detail, the ability to prioritise urgent and important matters, ability to motivate and delegate to staff
 - Evidence of an understanding and commitment to health and safety
 - Excellent communication skills with the ability to liaise confidently with contractors, academic and support staff, visitors, parents and the general public
 - Experience of working within an educational setting desirable, but not essential.
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- Hours – 8:00am - 5:00pm. There may be requirements to work outside these hours in busy periods.
 - Holidays – 30 days holiday plus Bank Holidays to be taken in normal school holiday periods.