

St Cedd's School



Assistant Bursar – Person Specification

		Essential	Desirable
Personal Qualities	Excellent organisational, record keeping and administrative skills.	✓	
	The ability to communicate in a professional manner easily and effectively at all levels.	✓	
	A cheerful, willing, supportive and contributory team player.	✓	
	Resilience under pressure, especially as requirements can sometimes change at short notice.	✓	
	Adaptability, being prepared to turn their hand to whatever is reasonably expected within the requirements of the position.	✓	
	The capability to work without supervision with energy and enthusiasm, commitment and stamina.	✓	
	The ability to demonstrate sound judgement and discretion and be calm in a crisis.	✓	
	A sympathetic attitude towards the ethos of a busy and thriving school.	✓	
Qualifications, Skills and Experience	NEBOSH or other H&S qualification		✓
	Experience working in a finance/ administrative role		✓
	Experience of working in a school		✓
	Proficient IT skills – Excel, Word and Outlook	✓	
	Sound understanding of H&S issues		✓
	Experience of compliance with legislation and regulations relevant to the position		✓
	Proven experience in a similar role or other relevant skills	✓	