



## **Bursar's Person Specification**

Dulwich Prep London is looking for a Bursar with an astute commercial mind who is calm and efficient and who also enjoys being part of an innovative team.

Applicants' qualifications, experience and technical skills will be considered as part of the recruitment process. Applicants should provide evidence in their covering letter by giving examples, where possible, of skills, knowledge and experience relevant to the role and this specification.

### Professional qualifications

- Qualified to degree level or equivalent. (Essential)
- An accountancy qualification or relevant financial management experience at senior level. (Desirable)
- Experience of working in schools is highly desirable, but certainly a genuine interest in education. (Essential)

### Experience required

- Have an understanding of the needs of a school and its operation, be pupil orientated in decision-making and demonstrate knowledge of the political climate surrounding independent schools.
- Experience at senior management level, particularly regarding the management of people.
- A strong track record in financial management and experience of premises management and compliance.
- Have worked in a team to deliver successful outcomes in the management of complex projects.
- Success in creative and strategic thinking and in delivering decisive and pragmatic solutions.
- An appetite for and the capacity to implement change and innovation across a large organisation.
- A strong business approach with a demonstrable record of performance improvement and the delivery of value for money and customer service.
- Effective management and appraisal of staff at different levels.
- A working knowledge of human resources issues including recruitment, remuneration and employment law.

### Skills

- Be able to make strategic decisions based on the stated aims and objectives of the School and in the best interests of pupils and staff.
- Be able to implement change and allocate resources to satisfy the School's Strategic Development Plan, initiating policies and procedures and communicating with staff.
- Have excellent interpersonal skills and the ability to communicate accurately and succinctly, verbally and in writing.
- Be able to work independently, and as part of a team, showing resilience and flexibility.
- Be able to engage with the School community and external agencies at all levels, demonstrating excellent skills in diplomacy, negotiation and persuasion.
- Be highly organised and able to prioritise and deal with administration and time management effectively.
- Be able to focus on the practicalities of managing and progressing large scale projects whilst maintaining a clear eye for detail.
- Be a discreet and tactful support to colleagues in the senior leadership team, whilst providing constructive challenge.
- Have the patience of a Saint, a highly developed sense of humour, the knack of saying 'No' without causing upset and a willingness to clear drains and pick up litter.