

## Person Specification-School Business Manager

Requirement	Criteria
<u>Education and qualifications</u> <ul style="list-style-type: none"> <li>Educated to GCSE Grade C (or equivalent in English and Maths)</li> <li>Relevant degree such as Finance, Administration, Accountancy</li> <li>AAT Level 3 or above</li> <li>Up to date safeguarding training</li> </ul>	Essential Desirable Desirable Desirable
<u>Skills and Knowledge</u> <ul style="list-style-type: none"> <li>Effective numeracy/literacy/IT skills and the ability to analyse, produce and present statistical/financial information accurately</li> <li>Experience of setting and monitoring budgets, financial accounting, reporting procedures and working within budget limitations</li> <li>Experience of lettings and hiring of facilities</li> <li>Previous experience of Sims, FMS, Access and Tucasi systems</li> <li>Experience with the development of the school site including bid applications and manage premises services</li> <li>Evidence and experience of previous people management</li> <li>Experience in the development and procurement of new systems</li> <li>Experience of risk management and assessments</li> <li>Experience in arranging training including First Aid</li> <li>Experience of previous work in a school environment including administrative duties</li> <li>Safe working practices and understanding of relevant Health &amp; Safety regulations</li> <li>Understanding and a commitment to the statutory requirements of legislation concerning safeguarding, including child protection, health and safety, equal opportunities and inclusion</li> <li>Ability to lead, supervise, motivate and manage staff in your team</li> <li>Willingness to share expertise, skills and knowledge to inspire and challenge others</li> <li>Experience of recruitment, induction, line management of staff, supporting professional development and performance management of staff team</li> </ul>	Essential  Essential  Desirable Desirable Essential  Essential Essential Desirable Desirable Essential  Desirable  Essential  Essential  Essential  Essential
<u>Personal Attributes</u> <ul style="list-style-type: none"> <li>Demonstrates a commitment to taking an active part in supporting and maintaining the school's Christian ethos and character</li> <li>Able to work under own initiative, prioritise and work flexibly to meet deadlines including statutory</li> <li>Ability to communicate effectively verbally and in writing</li> <li>Good organisational skills to manage own workload and that of others</li> <li>Ability to maintain confidentiality and discretion at all times</li> <li>High expectations of self and others</li> <li>Able to demonstrate a commitment to their own professional development</li> </ul>	Essential Essential Essential  Essential Essential Essential  Essential