



Post Title: SCHOOL BUSINESS MANAGER (PRIMARY/FIRST)

Reference: A5014

Grade: BB06

Person Specification

CATEGORIES		Essential/ Desirable	Assessed by:	
			App Form	Interview /Task
QUALIFICATIONS	GCSE Grade C or higher in Maths and English	E	✓	
	Evidence of relevant continuous professional development	E	✓	
	A relevant degree, professional qualification, or school business manager qualification	D	✓	
EXPERIENCE	A minimum of two years of experience in an administration or finance role	E	✓	
	Successful experience of working in a school administration or finance role	D	✓	✓
	Experience of operating financial and management information systems with integrity & accuracy	E	✓	✓
	Working experience of helping others - providing advice and training to others	E	✓	✓
	Experience of speaking to colleagues, customers (e.g. parents) and suppliers on the phone and/pr face to face regarding what might be at times challenging issues e.g. late returns, non payment of invoices, sensitive pupil related matters etc	E	✓	✓
	Experience of using PS Financials	D	✓	
ABILITIES, SKILLS AND KNOWLEDGE	Knowledge of what an effective school ordering and income financial system looks like and the associated controls	E	✓	✓
	Understanding of the school's academic year and the main challenges faced by a school's administrative team	E	✓	✓
	Competent and confident in using Microsoft Office	E	✓	✓
	Ability to work effectively under pressure, managing conflicting priorities and meeting challenging deadlines	E	✓	✓
	Excellent communication skills, both verbally and in writing, liaising with colleagues in schools, management, parents and suppliers effectively.	E	✓	✓
	Ability to draw upon inter-personal skills to build effective business partnerships wide a wide variety of people	E	✓	✓
	Ability to maintain strict confidentiality in all matters	E	✓	✓
	Creative, able to problem solve, generate suggestions for improvement and receptive to new ideas	E	✓	✓
	Able to lead and organise an admin team effectively	E	✓	✓
	Understanding of health and safety expectations in a school setting and how these can be managed effectively	D	✓	✓
PERSONAL QUALITIES	Experience of using advanced IT effectively e.g. Excel pivot tables	D	✓	✓
	Excellent numerical and verbal skills	E	✓	✓
	Must be proactive and not reactive	E	✓	✓
	Commitment to and belief in equality of opportunity for all	E	✓	✓
	Highest levels of integrity and probity and a commitment to the highest levels of effort, endeavour and standards	E	✓	✓
	Effective communicator, able to build and sustain positive relationships with all stakeholders in the school community	E		✓
	Commitment to the development of our school	E		✓
	Adaptability to change and embracing of innovation	E	✓	✓
	Energy, vigour and perseverance	E	✓	✓
	Demonstrable commitment to the continuous development of the team, colleagues and self	E	✓	✓
Passionate in helping to realise the ethos of the school and BBCET.	E		✓	