Hertfordshire County Council

THE CHURCH OF ENGLAND

St. John the Baptist C.E. V.A. Primary School

Headteacher: Miss L. Hunt

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Hillside Lane, Great Amwell
Ware, Herts
SG12 9SE

School Business Manager Person Specification

Qualifications and Experience	● Educated to degree, HNC or NVQ level 4 ● School Business manager qualification or the desire to work towards one ● Experience of working with children ● An understanding of performance management and the ability to manage and motivate colleagues Evidence of Continuing professional development	
	Essential	**Desirable**
Knowledge and Understanding	Experience of relevant management accounting in an organisation (ideally in an education environment)	An understanding of school/public sector finance/resources processes and procedures
	Experience of budgetary management and school finances	An understanding of school management issues and the role of the Governors
	Broad knowledge of finance and admin systems in a team environment	Successful experience in the submission of bids and securing funding and an understanding of the importance of income generation in a school context.
	Experience of management	Experience of human resource management
	Experience of premises management	First aid /Paediatric first aid qualification or a desire to work towards one
	Experience of procurement and ensuring the best value	Experience of working in a school office
	Ability to analyse, interpret, collate and present management information through reports and plans	Experience of RM Finance & Access Budgeting Software
Personal Skills and Abilities	Excellent IT skills	A good sense of humour
	Excellent written and verbal communication	
	Highly developed interpersonal skills and ability to manage a team	
	Ability to use initiative and prioritise work	
	Ability to apply analytical skills in order to produce accurate, timely and	

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SCHOOL GAMES GOLD

	meaningful information	
	Ability and confidence to coach and mentor staff and tackle under performance	
	Commitment to high professional standards	
	Respect for children and their needs	
	Able to demonstrate integrity, confidentiality, discretion and diplomacy	
	Able to create an attractive, tidy, stimulating and safe environment to work in and in which to welcome visitors	
	An openness and receptiveness to new ideas, approaches and challenges	
Safeguarding	Has up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people	Has Level 1 child protection training
	Displays commitment to the protection and safeguarding of children and young people.	