

**ST. AUGUSTINE'S CATHOLIC PRIMARY SCHOOL**  
**School Business Manager**

**Person Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>General, qualifications and experience</b>	<ul style="list-style-type: none"> <li>• General education to GCSE or equivalent standard in English and mathematics (Grade C)</li> <li>• 2x references</li> <li>• Occupational Health</li> <li>• DBS clearance</li> </ul>	<ul style="list-style-type: none"> <li>• Education to A level standard or equivalent or relevant experience</li> <li>• Certificate in School Business Management/accountancy qualification</li> <li>• Knowledge of SFVS</li> <li>• Knowledge of HCC's policies and procedures</li> <li>• Knowledge of employment law and managing HR processes</li> <li>• Experience of leadership and line management within a small team</li> <li>• Experience and knowledge of premises management</li> </ul>
<b>Skills, knowledge and understanding</b>	<ul style="list-style-type: none"> <li>• Excellent attention to detail</li> <li>• Experience of using word processing, spreadsheets and databases and modern information management systems</li> <li>• Ability to use SIMS</li> <li>• Good working knowledge of principles and methods of financial control and reporting, the preparation of budgets and financial accounts</li> <li>• Ability to deliver services and systems applicable for effective school management</li> <li>• Attend training as required</li> </ul>	<ul style="list-style-type: none"> <li>• Awareness of principles and practice in relation to premises management</li> <li>• Working knowledge of law with regards to health and safety legislation, contracts, freedom of information, GDPR</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Ability to build effective relationships with staff and other stakeholders</li> <li>• Commitment to promoting the Christian ethos and values of the school and getting the best outcomes</li> <li>• Confidentiality</li> <li>• Commitment to acting with integrity, honesty, loyalty, and fairness to safeguard the assets, financial probity and reputation of the school</li> <li>• Ability to work under pressure and prioritise effectively to meet deadlines</li> <li>• Commitment to safeguarding and equality</li> </ul>	<ul style="list-style-type: none"> <li>• Energy, enthusiasm and a sense of humour</li> <li>• Personal presence and confidence</li> <li>• Warmth, sensitivity and maturity of attitude</li> <li>• Imagination and initiative</li> <li>• Professional attitude</li> <li>• Approachable</li> <li>• Able to form effective relationships</li> <li>• Excellent attendance record</li> <li>• Ability to maintain confidentiality.</li> <li>• Be able to motivate others</li> <li>• Have a flexible/adaptable approach to work</li> <li>• Be able to communicate with all stakeholders</li> <li>• Ability to remain calm use tact and discretion</li> </ul>