

Central Primary School

Personal Specification
School Business manager



Qualifications and experience	<ul style="list-style-type: none"> Educated to degree, HNC or NVQ level 4 	
	<ul style="list-style-type: none"> School Business manager qualification or the desire to work towards one 	
	<ul style="list-style-type: none"> Experience of working with children 	
	<ul style="list-style-type: none"> An understanding of performance management and the ability to manage and motivate colleagues 	
	Essential	Desirable
Knowledge and understanding	<ul style="list-style-type: none"> Experience of relevant management accounting in an organisation (ideally in an education environment) 	<ul style="list-style-type: none"> An understanding of school/public sector finance/resources processes and procedures
	<ul style="list-style-type: none"> Experience of budgetary management and school finances 	<ul style="list-style-type: none"> An understanding of school management issues and the role of the Governors
	<ul style="list-style-type: none"> Broad knowledge of finance and admin systems in a team environment 	<ul style="list-style-type: none"> Successful experience in the submission of bids and securing funding and an understanding of the importance of income generation in a school context.
	<ul style="list-style-type: none"> Experience of management 	<ul style="list-style-type: none"> Experience of human resource management
	<ul style="list-style-type: none"> Experience of premises management 	<ul style="list-style-type: none"> First aid at work/Paediatric first aid qualification or a desire to work towards one
	<ul style="list-style-type: none"> Experience of procurement and ensuring the best value 	<ul style="list-style-type: none"> Experience of working in a school office
	<ul style="list-style-type: none"> Ability to analyse, interpret, collate and present management information through reports and plans 	<ul style="list-style-type: none"> Experience of RM Finance & Access Budgeting Software
Personal skills and abilities	<ul style="list-style-type: none"> Excellent ICT skills including word and excel 	<ul style="list-style-type: none"> Have a good sense of humour
	<ul style="list-style-type: none"> Excellent written and verbal communication 	
	<ul style="list-style-type: none"> Highly developed interpersonal skills and ability to manage a team 	
	<ul style="list-style-type: none"> Ability to use initiative and prioritise work 	
	<ul style="list-style-type: none"> Ability to apply analytical skills in order to produce accurate, timely and meaningful information 	

	<ul style="list-style-type: none"> ● Ability and confidence to coach and mentor staff and tackle under performance 	
	<ul style="list-style-type: none"> ● Commitment to high professional standards 	
	<ul style="list-style-type: none"> ● Respect for children and their needs 	
	<ul style="list-style-type: none"> ● Able to demonstrate integrity, confidentiality, discretion and diplomacy 	
	<ul style="list-style-type: none"> ● Able to create an attractive, tidy, stimulating and safe environment to work in and in which to welcome visitors. 	
	<ul style="list-style-type: none"> ● An openness and receptiveness to new ideas, approaches and challenges 	
Safeguarding	<ul style="list-style-type: none"> ● Has up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people ● Displays commitment to the protection and safeguarding of children and young people. 	