



ST. PATRICK'S RC HIGH SCHOOL
A National Teaching School



POST TITLE: SCHOOL BUSINESS MANAGER

KEY:

COLUMN 3: E = ESSENTIAL CRITERIA D = DESIRABLE CRITERIA

COLUMN 4: ASSESSED BY A = APPLICATION FORM I = INTERVIEW T = TEST

1	2	3	4
	CATEGORIES	E/D	A/I/T
1.	EXPERIENCE <ul style="list-style-type: none"> Substantial School/College Business and Financial Management experience, including preparing concise reports for Governors and External Partners and leading on all financial aspects relating to School/College. Experience of effectively managing and leading a diverse workforce. Experience in developing effective working relationships, sometimes in challenging environments. Experience of leading and managing change initiatives in a large Organisation. Experience of managing contract compliance and performance. 	D D E D D	A/I/T A/I A/I A/I A/I
2.	KNOWLEDGE <ul style="list-style-type: none"> Knowledge of financial management processes Knowledge of Local Government structures in Education Knowledge of Business Planning principles and processes Knowledge of Project Management and ability to lead project teams. Working knowledge of Health & Safety and Employment Law. 	E D D D D	A/I/T A/I A/I A/I A/I
3.	SKILLS / ABILITIES <ul style="list-style-type: none"> Ability to inspire confidence amongst Governors, colleagues and partners Ability to work effectively both individually and in a team environment Excellent interpersonal skills Ability to communicate effectively, orally and written Advocacy skills Negotiating and influencing skills Ability to prioritise conflicting requirements Ability to be creative and have good problem solving skills 	E E E E E E E E	I A/I I A/I A/I A/I A/I A/I
4.	QUALIFICATIONS <ul style="list-style-type: none"> Hold, or be working towards, an appropriate Financial Qualification, ie, CIMA, CIPFA, ACCA or to hold AAT qualification. Diploma in School Business Management, or other suitable qualification e.g. Degree in Business Management. 	E D	A/ I A/I
5.	OTHER <ul style="list-style-type: none"> Commitment to continued professional development To support the Catholic Ethos of the School 	E E	A/I A/I