

BINFIELD CE PRIMARY SCHOOL (VA)

PERSON SPECIFICATION

SCHOOL BUSINESS MANAGER

Selection decisions will be based on the criteria outlined below.

When completing your application form and supporting statement, you should ensure that you address each of the selection criteria and provide supporting evidence of how you meet the criteria through reference to work or other relevant experience.

	ESSENTIAL	DESIRABLE
QUALIFICATIONS AND TRAINING	<ul style="list-style-type: none"> • Certificate of school business management or equivalent business qualification/experience 	<ul style="list-style-type: none"> • Diploma of school business management or equivalent business qualification/experience
COMPETANCE SUMMARY (KNOWLEDGE, ABILITIES, SKILLS, EXPERIENCE)	<ul style="list-style-type: none"> • Excellent numeracy and literacy skills • Proven experience record in finance including the development, management and operation of financial management systems • Experience of budget management and preparation • Experience of procurement • Knowledge of HR management and ability to find solutions and provide advice • Ability to manage, lead, organise, deploy and motivate a multidisciplinary staff team • Ability to manage school facilities and contracts • Skills to use and manage ICT systems and resources effectively • Ability to relate well to children and adults and demonstrate very good communication skills both verbally and in writing • Ability to manage a variety of competing priorities and meet deadlines • Ability to formulate ideas and solutions and present them effectively to the Head Teacher/Governors and possess high level decision making skills. • Ability to reflect on your own practice and maximise opportunities to improve 	<ul style="list-style-type: none"> • Experience of working in a learning environment. • In depth knowledge of school financial, personnel and administrative systems, associated policies and codes of practice and an understanding of relevant legislation.

WORK RELATED PERSONAL REQUIREMENTS	<ul style="list-style-type: none"> • Committed to equality of opportunity • Able to respond flexibly and adapt to changing and challenging circumstances. • Able to persuade, negotiate and influence others. • Ability to maintain strict confidentiality of information received and processed as part of the job role • A positive approach to innovation • Has a positive outlook and a good sense of humour 	
OTHER WORK REQUIREMENTS	<ul style="list-style-type: none"> • Attend meetings of the Governing Board • Ability to evaluate own development needs and those of others and seek learning opportunities to address these, share knowledge with others and encourage their development • Ability to be flexible with working hours 	
SUITABILITY TO WORK WITH CHILDREN	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Current entry level Safeguarding training