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| **School Business Manager – Person Specification** |
|  | **Essential** | **Desirable** |
| **Qualifications** | * Good A Levels or equivalent
* Evidence of continuing professional development
* Willing to continue professional
* development by obtaining relevant school administration qualification
 | * Educated to degree level
* School Business Manager qualification
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| **Knowledge** | * Knowledge of accounting software
* Knowledge of word processing and spreadsheet applications e.g. Microsoft Word, Microsoft Excel
 | * Knowledge of the financial workings of a school
* knowledge of school management systems
* Knowledge of Integris program
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| **Experience** | * Experience of working in finance
* Experience of undertaking a range of clerical and administrative duties, including data input and retrieval
 | * Experience of working in a school office
* Experience of using PSF accounts program
* Experience of leading and managing people within an office setting
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| **Skills & Abilities** | * Ability to work in an organised and methodical manner
* Excellent keyboard skills
* Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these
* Ability to work independently
* Ability to communicate with a range of stakeholders including other employees within the school, pupils and parents
* Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date
* Ability to show sensitivity and objectivity in dealing with confidential issues
* Ability to act on own initiative
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| **Other** | * Sense of humour
* Ability to be flexible
* Self-motivated
* Willingness to participate in further training and developmental opportunities offered by the school and the Trust, to further knowledge
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