|  |  |  |
| --- | --- | --- |
| **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 |
| **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 |
| **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 |
| **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 |  |
| **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 |  |