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| Crest HARRYTOWN CATHOLIC HIGH SCHOOL(**Business Manager - PERSON SPECIFICATION)** | | |
| We are seeking to appoint a colleague to join our successful school team who possesses; excellent communication skills (both written & verbal), who is hardworking and is able to work as a member of a team but is equally comfortable working on their own, who has an excellent attendance & punctuality record, a desire to develop & inspire others, who is willing to undergo training to further their professional skills, who demonstrates the ability to be adaptable, flexible and who can show initiative. | | |
|  | **Essential** | **Desirable** |
| **Qualifications/ Training** | * NVQ 4 or degree or equivalent in any subject * Qualifications related to business management and/or financial management * Good financial management understanding * Evidence of ‘post related’ CPD & training | * Evidence of further training in school based support |
| **Experience** | * Recent experience undertaking relevant work in a similar or related work environment * Successful record of working in a similar or related work environment * Ability and experience in the area of human resources and employment processes | * Experience in the field of educational or similar working environment |
| **Skills** | * Ability to interpret advice/statute and to devise policy/practice in the light of these * Self-motivated * Able to take instructions * Ability to manage a multi-disciplinary team effectively * Have excellent professional relationships with different groups of people * Ability to relate well to children and adults * Flexible in dealing with competing and new tasks * Ability to persuade, motivate, negotiate and influence * Ability to communicate effectively both orally and in writing * Ability to self-evaluate learning needs and actively seek learning opportunities * Excellent communication and presentation skills * Excellent organisational and time management skills * High level skills in the use IT as a management tool | * Experience and skill in the use of SIMS, FMS, HCSS, Excel |
| **Knowledge & Understanding** | * Understanding of current developments in relevant aspects of education * Understanding and knowledge of the mechanisms which underpin and support schools finance and development * Knowledge of a range of software and processes * Good understanding of how Health and Safety impacts upon the scope of the role * Good understanding of facilities and building maintenance management * Good understanding of how to ensure that safeguarding remains a priority in the work undertaken in the role * Full working knowledge of relevant policies/codes of practice/legislation in areas covered by job description * Ability to use specialist Management Information Systems and financial packages | * Experience of strategies for improving both the effectiveness of financial systems and the support which this offers to others * Knowledge of self-review procedures * Knowledge of secondary school systems e.g. SIMS and HCSS |
| **Additional qualities** | * Commitment to supporting the work of schools, colleagues and young people * Commitment to the success and well-being of all students * Ability to lead in situations with both adults and young people * Resilient and robust approach to working in a school environment * Sense of humour * The ability to meet deadlines * Ability to meet the schools standards of presentation and attendance * A willingness to be flexible in a changing environment | * Play an active part in the wider school community |
| **Special Circumstances** | * Attendance at meetings outside normal hours in and out of the job location * Excellent attendance record |  |
| **Safeguarding** | * Demonstrate compliance with Safeguarding/Child Protection standards and an ability to comply with our commitment to safeguarding and promoting the welfare of children * Full co-operation with & that any successful candidate will be required to submit to a full DBS (formerly CRB) check * Candidates may write confidentially to the panel in respect of a past record, any outstanding cases or disqualification etc. in a separate envelope marked confidential along with their application form | * Play an active part in the wider school community * A practising Catholic with a supportive faith reference |
| **Generic Competencies**  (please see further guidelines below) | * Communicating effectively * Being pupil and family focused * Effective team working * Personal organisation and effectiveness * Personal development * Making the most of IT systems and services |  |

The main purpose of the competencies is to define the standards of behaviour and conduct required by the organisation. All employees are expected to perform satisfactorily to the generic employee competencies which are reviewed as part of the school performance/appraisal and development review scheme for all employees.

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| **Competency** | **Definition** |
| **Communicating Effectively** | * Communicate effectively face to face, by telephone or written word with a diverse range of people * Make effective use of new technology in communications contribution |
| **Being customer focussed** | * Provides excellent customer service * Develops and maintains positive working relationships with customers * Contributes to the continual improvement of services |
| **Effective Team Working** | * Develops and maintains positive working relationships with other team members * Develops positive working relationships with other teams both within and outside the organisation (e.g ‘colleagues’ in the voluntary sector or health service) * Contributes to the achievement of team goals |
| **Personal Organisation and Effectiveness** | * Achieves personal objectives on time and to the agreed standard whilst having consideration for the effect on others |
| **Personal Development** | * Take responsibility for the development and learning of self and others |
| **Making the most of Information and Communications Technology** | * Can operate all technology necessary for the job role |

November 2017