

**Candidate Specification**

**School Business Manager Grade PS3 (38-41)**

**Term Time only plus ten days**

**January 2019**

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| Criteria | Essential | Desirable | Method of Assessment |
| **Qualifications** | * Evidence of academic achievement to at least NVQ Level 3 / A level standard or equivalent
 | * Evidence of further professional qualifications
 | Application FormReference |
| **Experience** | * Experience of budget preparation and management and reporting
* Human Resources (HR) experience, including managing staff, pay and conditions of non-teaching staff, maintenance of personnel records and compliance with regulatory requirements
* Experience of data management/information systems and benchmarking
* Implementing and embedding policies, ensuring compliance
* Managing services provided via a service level agreement
 | * Experience of working in an educational environment
 | Application formReferenceInterview |
| **Knowledge, Skills and****Abilities** | * Outstanding written and verbal communication skills
* Knowledge of SIMS and FMS
* ICT literate with a working ability to use a range of software, including Office 365
* Ability to work under pressure and remain accurate
* Excellent organisational and planning skills including the ability to be flexible in order to achieve targets.
* Ability to maintain strict confidentiality
* Ability to build effective working relationships with colleagues and external partners at all levels
* The ability to undertake duties effectively in a bilingual school and LA
 |  | Application FormReferenceInterview |
| **Professional conduct and suitability to work with Young People** | * Excellent attendance, punctuality and discipline record
 |  | ReferenceDBS Check |