

**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 Form  Reference |
| **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 form  Reference  Interview |
| **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 Form  Reference  Interview |
| **Professional conduct and suitability to work with Young People** | * Excellent attendance, punctuality and discipline record |  | Reference  DBS Check |