



Person Specification School Business Manager

The family of St Agnes' Learns, Loves and Grows together as followers of Jesus.

*The essential and desirable requirements needed in order to do the job are listed below.
Applicants will be short-listed solely on them meeting these requirements.*

Education and Experience

- A school business management qualification or equivalent experience within a school setting
- Proven management experience in finance, human resources or a similar field
- Successful leadership and management experience in a school, or in a relevant field outside education
- To have a knowledge of Arbor or similar packages.
- Experience of managing multiple priorities & projects
- Proven experience of setting high standards and operating within a best practice framework.

Knowledge, Skills and Abilities

- Understanding of good management practices and the policies and systems to support them.
- Strong organisational, financial, interpersonal and communication skills
- Ability to use own initiative to identify issues, problem solve and implement solutions
- Ability to interpret information and devise policy or practice
- Commitment and willingness to meet the demands and ethos of the school
- Evidence of good interpersonal skills and the ability to work as member of a team and develop and maintain good relations with all members of the school community.
- To work co-operatively with the staff of the Local Authority and other agencies.
- Evidence of the ability to communicate clearly and concisely both orally and in writing and to produce technical and financial information in a way that is comprehensible to lay persons.
- Evidence of an understanding and commitment to Equal Opportunities both in service delivery and employment, and an understanding of its effective operation within a school.
- Advanced ICT skills, including a good understanding of ICT systems and the ability to develop them.
- Understanding of Data Protection legislation and putting it into practice.
- Experience of project management.
- Good working knowledge of employment law issues

Personal qualities

- Committed to the values and mission of a Catholic school, supporting the faith life of the school through your conduct and service.
- Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school
- Ability to work under pressure and prioritise effectively
- Commitment to maintaining confidentiality at all times
- Commitment to safeguarding and equality
- Embraces change well
- Evidence of flexibility and being open to new ideas.
- Deals with difficult situations sensitively and effectively

Please note that appointment is subject to a DBS Enhanced Disclosure.