



# ST MARY'S CATHOLIC HIGH SCHOOL

## PERSON SPECIFICATION FORM

**Job Title: Assistant Business Manager**

**Grade: 7**

**Establishment/Team:** St Mary's Catholic High School / Business Support Team

<b>Requirements (on the basis of the Job Description)</b>	<b>Essential (E) Or Desirable (D)</b>	<b>To be Identified By</b>
<b>Qualifications</b>		
5 GCSE's grade A*-C (inc English & Maths) or equivalent	E	AF/C
Certificate of School Business Management (CSBM) or equivalent	E	AF/C
First Aid Qualification	D	AF/C
<b>Experience</b>		
Experience of working in a school environment	D	AF/I/R
Experience of using SIMS/FMS modules	D	AF/I/R
Experience of using School Cash Office	D	AF/I
Manage financial management, budgets, procurement and assets	E	AF/I/T
Successful Management of a small team	E	AF/I/R
Understanding of Schools Financial Value Service	E	AF/I/T
Management of HR and Personnel Services	E	AF/I/T
Management of H&S	E	AF/I
Management of lettings	D	AF/I/T
<b>Knowledge/skills/abilities</b>		
Ability to use a range of MS Office software packages.	E	AF/I/R/T
Ability to use Sims.net for a range of modules	E	AF/I/R/T
Ability to use FMS 6	E	AF/I/R/T
Ability to use HCSS budgeting software	D	AF/I/R
Ability to prioritise workload efficiently, particularly working to deadlines.	E	AF/I/R/T
Ability to work within policies and procedures	E	AF/I/R/T
Ability to work with accuracy and attention to detail.	E	AF/I/R/T
Ability to maintain professional working relationships with all staff in school.	E	AF/I/R
Ability to maintain a positive, yet caring relationship with pupils, parents, outside agencies and visitors to the school.	E	AF/I/R
Ability to address sensitive matters whilst maintaining confidentiality at all times.	E	AF/I/R
Excellent communication and interpersonal skills, written and oral.	E	AF/I/R
Ability to work as part of a team.	E	AF/I/R
<b>Other (include special requirements)</b>		
1. Commitment to Equality & Diversity	E	AF/I
2. Commitment to Health & Safety	E	AF/I
3. Commitment to safeguarding and protecting the welfare of children and young people.	E	AF/I
4. Co-operative, flexible and supportive approach in the workplace.	E	AF/I

**Prepared by:** Louise Martin

**Date:** March 2020

**Note:** We will always consider references before confirming an offer in writing.

**To be identified by: Application Form (AF), Interview (I), Reference (R)Test (T), Certificate (C).**