

POSITION: School Business Manager

GRADE: PO4 - PO5 (spine point 41-47)

SCHOOL: Robert Blair Primary School

RESPONSIBLE TO: Headteacher

You must demonstrate on your application form that you meet the following essential criteria:

REQUIREMENTS		
EDUCATION and EXPERIENCE		
1.	Minimum 3 years successful management experience, preferably across Finance, Procurement, ICT, Personnel and Facilities Management	E1
2.	Evidence of ability to manage a team and the personal qualities required to set an example to others, including the ability to motivate and support a team	E2
3.	Advanced ICT skills, including a good understanding of ICT systems and the ability to develop them.	E3
4.	Proven experience of setting high standards and operating within a best practice framework	E4
KNOWLEDGE, SKILLS and ABILITY		
5.	Evidence of flexibility and being open to new ideas	E5
6.	Understanding of good management practices and the policies and systems to support them	E6
7.	Ability to work under pressure and meet tight deadlines	E7
8.	Ability to work on own initiative	E8
9.	Integrity and confidentiality	E9
10.	Commitment and willingness to meet the demands of the ethos and flexible working arrangements of the school.	E10
11.	Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	E11