

# BOUSFIELD PRIMARY SCHOOL SCHOOL BUSINESS MANAGER

## PERSON SPECIFICATION

CRITERIA	QUALITIES	
<b>Experience and qualifications</b>	<u>Essential</u> <ul style="list-style-type: none"> <li>• Excellent literacy and numeracy skills (minimum GCSE English &amp; Maths)</li> <li>• Business Degree and/or equivalent qualification in relevant discipline (i.e. School Business Management)</li> <li>• Experience of financial management, budget planning and monitoring</li> <li>• Experience of human resources management</li> <li>• Five years' proven experience of working in a business environment</li> </ul>	AF AF SS/I SS/I
	<u>Desirable</u> <ul style="list-style-type: none"> <li>• Experience of working in a school environment in a similar capacity</li> </ul>	SS/I
<b>Skills and Knowledge</b>	<u>Essential</u> <ul style="list-style-type: none"> <li>• Comprehensive understanding of the role of the School Business Manager</li> <li>• Managing complex financial, HR and administration systems</li> <li>• Sound knowledge of financial management and accounting procedures and systems</li> </ul>	SS/I SS/I SS/I
	<u>Desirable</u> <ul style="list-style-type: none"> <li>• In depth knowledge of school-based software (SIMS)</li> <li>• Good understanding of school financial systems (FMS)</li> <li>• Knowledge of relevant school policies/codes of practice/legislation</li> </ul>	SS/I SS/I SS/I
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• To be well-organized, with the ability to work under pressure and ensure deadlines are met</li> <li>• Able to maintain high standards of accuracy and have a calm, methodical approach to work</li> <li>• Able to multi-task, prioritise workload and meet urgent deadlines</li> <li>• Excellent oral and communication skills</li> <li>• Excellent analytical skills, including ability to analyse data and information, and use the analysis to monitor and support activities to drive school improvement</li> <li>• Facility with IT: proficient in excel and word, the capacity to learn new IT systems quickly</li> <li>• Demonstrate exceptional interpersonal skills</li> <li>• Develop and maintain good relationships and communicate effectively with a wide range of people including pupils, parents and staff</li> <li>• Able to show sensitivity and objectivity in dealing with confidential issues</li> <li>• Experience in dealing with suppliers, contractors, and outside agencies</li> <li>• Able to maintain a positive and professional demeanour at all times</li> </ul>	SS/I SS/I SS/I SS/I SS/I SS/I SS/I SS/I SS/I SS/I

Please address this person specification in your supporting statement.

SS – Supporting Statement

I – Interview

AF – Application Form