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| **Post title:** School Business Support Officer | | **Grade: 7** | |
| **Directorate:** Children and Young People  **Establishment or team:**  Torrisholme Community Primary School   |  |  |  | | --- | --- | --- | | **Requirements**  **(based on the job description)** | **Essential (E)**  **or**  **desirable (D)** | **To be identified by: application form (AF),**  **interview (I),**  **test (T), reference (R) or**  **other (give details)** | | **Qualifications** |  |  | | 5 GCSE’s (or equivalent) at grade C or above including Maths and English | E | AF | | School Business Management | D | AF | | **Experience and knowledge** |  |  | | Being responsible for the business  and financial management of  resources | E | AF I | | To have experience in financial budget preparation and  planning | E | AF | | To manage the procurement process | D | AF | | To have experience in school finance systems | D | AF I | | To manage HR Requirements | E | AF I | | To be familiar with school management systems | D | AF | | To maintain confidential staff records, including the single central record | E | AF | | Manage and implement health and safety policies | D | AF I | | Manage a staff support team | D | AF | | Manage the facilities, including premises, lettings and liaising with external contractors | D | AF | | **Skills** |  |  | | To act as the School’s Data Protection Officer | D | AF I | | To be proactive, methodical and organised with an ability to reach appropriate solutions. | E | AF I | | To have the ability to plan, organise, prioritise work and meet tight deadlines ensuring the smooth running and professional practice of the school office | E | AF I | | To manage the administrative function through planning, developing, designing and monitoring administrative systems and procedures | E | AF I | | To work within school policies and procedures | E | AF I | | To have the ability to be flexible and adaptable to challenging and changing circumstances | E | AF I | | Excellent communication and interpersonal skills | E | AF I | | Operate calmly and effectively under pressure | E | AF I | | To be open minded and receptive to new ideas, able to use own initiative to proactively seek improvements to current systems. | E | AF | | **Other** |  |  | | Commitment to safeguarding and protecting the welfare of children and young people | E | AF | | Commitment to equality and diversity | E | AF I | | Commitment to health and safety | E | AF I | | Commitment to sustaining regular attendance at work. | E | AF I | | | | |
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