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| **Post title:** School Business Support Officer  | **Grade: 7** |
| **Directorate:** Children and Young People **Establishment or team:**  Torrisholme Community Primary School

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| **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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