

# Business Manager Person Specification

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| **Person specification form**  |  |
| **Post title:** School Business Manager 1 |
| **Grade: 8** |
| **Directorate:** Children and Young People  |
| **Establishment or team:** Whalley CE Primary School  |  |

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| **Requirements** **(based on the job description)**  | **Essential (E)** **or** **desirable (D)**  | To be identified by: application form (A), interview (I), or Reference (R)  |
| **Application** |
| A well-considered, error-free and relevant accompanying supporting letter which should be a maximum of 2 sides of A4  | E  | A/I  |
| Fully completed, error free application form  | E  | A  |
| Professional references should provide a strong level of support for skills, knowledge and attributes referred to below  | E  | A/I/R  |
| Recent & relevant participation in professional development  | E  | A/I  |
| **Qualifications** |
| 5 GCSE’s grade A\*- C (inc English & Maths) or equivalent  | E  | A  |
| Qualification in School Business Management (CSBM) or equivalent  | D  | A  |
| HR Qualifications such as Chartered Institute of Personnel and Development (CIPD)  | D  | A  |
|  | **Experience** |  |
| Demonstrable experience in finance and personnel management  | E  | A/I/R  |
| Experience of working in a school environment in an admin/finance role  | E | A/I/R  |
| Experience of financial management. Ability to plan, monitor and manage any delegated budget; high skills of numeracy and accuracy.  | E  | A/I/R  |
| Able to prepare and present financial data and evaluate, clarify and explain  | E  | A/I/R  |
| Successful management of a small team  | D | A/I/R  |
| Understanding of Schools Financial Value Standard  | D  | A/I/R  |
| Experience of management of HR and Personnel Services  | E  | A/I/R  |
| Experience of management of H&S  | D  | A/I/R  |
| Experience of management of lettings  | D  | A/I/R  |

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| **Knowledge, Skills and Abilities** |
| Thorough knowledge of financial management and associated systems  | E  | A/I/R  |
| A knowledge and understanding of the role of the school business manager  | E  | A/I/R  |
| Ability to use a range of MS Office software packages.  | E  | A/I/R  |
| Ability to work with accuracy and attention to detail.  | E  | A/I/R  |
| Ability to maintain a positive, professional yet caring relationship with staff, pupils, parents, outside agencies and visitors to the school.  | E  | A/I/R  |
| Ability to address sensitive matters whilst maintaining confidentiality at all times.  | E  | A/I/R  |
| Excellent communication, interpersonal and organisational skills when dealing with all levels of staff / parents / governors.  | E  | A/I/R  |
| Ability to work as part of a team.  | E  | A/I/R  |
| Excellent organisational skills, the ability to work under pressure and a ‘can do approach’  | E  | A/I/R  |
| Proven ability to manage time and prioritise workload, meet rigorous deadlines and targets, whilst maintaining accurate records  | E  | A/I/R  |
| Willingness to participate in development and training opportunities  | E  | A/I/R  |
| Knowledge of procurement strategy and processes, ensuring they are kept under regular review to deliver best value.  | D  | A/I/R  |
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| **Other** |
| Commitment to Equality & Diversity  | E  | A/I/R  |
| Commitment to Health & Safety  | E  | A/I/R  |
| Commitment to safeguarding and protecting the welfare of children and young people.  | E  | A/I/R  |
| Co-operative, flexible and supportive approach in the workplace  | E  | A/I/R  |
| Leads by example, with integrity, positivity, creativity, and can inspire others  | E  | A/I/R  |
| Consistently demonstrates high standards of reliability, integrity and discretion  | E  | A/I/R  |
| Works with initiative and creativity  | E  | A/I/R  |
| Demonstrate a commitment to the school vision, aims and ethos, it’s community and the school improvement agenda  | E  | A/I/R  |
| Is adaptable, flexible, reflective and capable of leading and managing change.  | E  | A/I/R  |
| Ability to work under pressure and meet deadlines  | E  | A/I/R  |
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## Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

## Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

## Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.