

Barnacre Road Primary School Person Specification

The applicant will be required to safeguard and promote the welfare of children and young people.

Note: Selection decisions will be based on the criteria below. At each stage of the process an assessment will be made by the appointment panel to determine the extent to which the criteria have been met and the ability to fulfil the job description for the post.

Candidates failing to meet any of the essential criteria will automatically be excluded at any stage of the process.

The appointing panel will use a combination of assessment tools to determine each candidate's suitability and the extent to which the criteria have been met. These assessment tools include (but are not limited to) the application form, supporting statement, information gathered during the interview process and references.

Post Title – School Business Manager	
Requirements	Essential(E) or Desirable(D)
Qualifications	
GCSEs A*-C (or equivalent) including English & Maths	E
Qualification in School Business Management (CSBM), an equivalent qualification or the willingness to complete	E
HR Qualifications, such as CIPD	D
Experience	
Demonstrable experience in finance and personnel management	E
Experience of working in a school environment in an administrative role	E
Experience of financial management. Ability to plan, monitor and manage any delegated budget; high skills of numeracy and accuracy	E
Able to prepare and present financial data and evaluate, clarify and explain	E
Successful management of a small team	D
Understanding of Schools Financial Value Standard	E
Experience of management of HR and Personnel Services	E
Experience of management of lettings	D
Knowledge/skills/abilities	
Ability to develop effective relationships and model our values as the first point of contact	E
Thorough knowledge of financial management and associated systems	E
A knowledge and understanding of the role of the school business manager	E
Ability to use a range of MS Office software packages	E
Ability to work with accuracy and attention to detail	E
Ability to maintain a positive, professional yet caring relationship with staff, pupils, parents, outside agencies and visitors to the school	E
Ability to address sensitive matters whilst maintaining confidentiality at all times	E
Excellent communication, interpersonal and organisational skills when dealing with all levels of staff / parents / governors	E
Ability to work as part of a team	E
Excellent organisational skills, the ability to work under pressure and a ‘can do approach’	E
Proven ability to manage time and prioritise workload, meet rigorous deadlines and targets, whilst maintaining accurate records	E
Willingness to participate in development and training opportunities	E
Knowledge of procurement strategy and processes, ensuring they are kept under regular review to deliver best value	E
Ability to lead with integrity, authenticity and professionalism	E

Other	
Commitment to uphold and model the values and distinctiveness of our school and Trust at all times	E
Commitment to undertake CPD in relation to the role and the development plan of the school	E
Commitment to safeguarding and protecting the welfare of children and young people	E
Satisfactory attendance record/commitment to regular attendance at work	E
Note: In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.	
Prepared by J. Maloney (Executive Headteacher) July 2025	
Note: We will always consider your references before confirming a job offer in writing	