A yellow circle with red text and cartoon faces on it

AI-generated content may be incorrect.

**Ribbleton Avenue Infant School and Nursery**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| |  | | --- | | **PERSON SPECIFICATION FORM** | | | | |
| |  | | --- | | **Post Title: SCHOOL BUSINESS MANAGER 1** | | |  | | --- | | **GRADE: 8** |   Term-time plus 3 weeks | | |
| |  | | --- | | **Directorate:** Children and Young People | | | | |
| |  | | --- | | **Establishment or Team: Ribbleton Avenue Infant School** | | | | |
| |  | | --- | | **Requirements (based on the job description)** | | | |  | | --- | | **Essential (E)**  **or**  **Desirable (D)** | | |  | | --- | | **To be identified by: Application Form (AF), Interview (I)** | |
| |  | | --- | | **QUALIFICATIONS / EXPERIENCE** | | * Relevant professional qualification or qualification in School Business Management, eg CSBM, or working towards qualification. * 5 GCSEs including Maths and English Grade C or above * Experience of working within a school office environment * Experience of relevant financial management, managing budgets, financial reporting, procurement and fixed assets * Experience of working in a leadership team and influencing at strategic level * Experience of Managing staff teams, including their professional development and performance management * Experience in recruitment * Experience in managing Premises & Health & Safety * Experience in marketing and revenue generation * Experience of servicing and supporting committees/Governing Body * Experience of managing the Single Central Record | | | E  E  E  E  D  E  D  E  D  D  E | AF  AF  AF  AF/I  AF/I  AF/I  AF  AF/I  AF/I  AF/I  AF/I |
| |  | | --- | | **SKILLS and COMPETENCIES** | |  | | |  |  |
| |  | | --- | | * Ability to deliver services and systems applicable for effective school management * Ability to promote positive relationships with the wider school community * Excellent organisational, planning and analytical skills * Ability to devolve responsibilities, delegate tasks and monitor * Experience of IT based management information and SIMS systems/FMS/Oracle Fusion * Knowledge, understanding and interpretation of statistical data * Knowledge and understanding of site management * Ability to maintain strict confidentiality at all times * Commitment to safeguarding & protecting the welfare of children& young people | | | |  | | --- | | E    E    E    D    E    D  E  E  E | | |  | | --- | | AF/I    AF/I    AF/I    AF/I  AF  I  AF/I  AF/I  AF/I | |
| |  |  | | --- | --- | | |  | | --- | | **PERSONAL QUALITIES** | | | |  |  |
| |  | | --- | | * Highly developed interpersonal skills * Committed to the development and ethos of the school * Able to work under pressure * Flexible and approachable * Resilient, reliable and enthusiastic * Committed to own professional development * Commitment to sustaining regular attendance at work | |  | |  | |  | |  |  |  | | --- | |  |  |  | | --- | |  | | | E  E  E  E  E  E  E | I  I  I  I  I  I  R |