

**Ribbleton Avenue Infant School and Nursery**

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|  **PERSON SPECIFICATION FORM** |

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|  **Post Title: SCHOOL BUSINESS MANAGER 2**  |

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|  **GRADE: 9**  |

 Term-time plus 4 weeks |
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|  **Directorate:** Children and Young People  |

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| **Establishment or Team: Ribbleton Avenue Infant School** |

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|  **Requirements (based on the job description)**  |

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| **Essential (E)** **or** **Desirable (D)**  |

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|  **To be identified by: Application Form (AF), Interview (I)**  |

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|  **QUALIFICATIONS / EXPERIENCE**  |
|  * A degree or equivalent and relevant professional qualification or qualification in School Business Management, eg D/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
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|  **SKILLS and COMPETENCIES**  |
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| * 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
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|  **PERSONAL QUALITIES**  |

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| * 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
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