



# ST MARY'S CATHOLIC HIGH SCHOOL

## PERSON SPECIFICATION FORM

**Job Title:** Finance Manager/Assistant Business Manager

**Grade:** 7

**Establishment/Team:** St Mary's Catholic High School / Business Support Team

| Requirements<br>(on the basis of the Job Description)                                                                      | Essential (E)<br>Or<br>Desirable (D) | To be Identified<br>By |
|----------------------------------------------------------------------------------------------------------------------------|--------------------------------------|------------------------|
| <b>Qualifications</b>                                                                                                      |                                      |                        |
| 5 GCSE's grade A*-C (inc English & Maths) or equivalent                                                                    | E                                    | AF/C                   |
| Certificate of School Business Management (CSBM) or equivalent                                                             | D                                    | AF/C                   |
| First Aid Qualification                                                                                                    | D                                    | AF/C                   |
| <b>Experience</b>                                                                                                          |                                      |                        |
| Experience of working in a school environment                                                                              | D                                    | AF/I/R                 |
| Experience of using FMS and Arbor modules                                                                                  | D                                    | AF/I/R                 |
| Experience of using School Cash Office                                                                                     | D                                    | AF/I                   |
| Manage financial management, budgets, procurement and assets                                                               | E                                    | AF/I/T                 |
| Successful Management of a small team                                                                                      | E                                    | AF/I/R                 |
| Understanding of Schools Financial Value Standard                                                                          | E                                    | AF/I/T                 |
| Management of HR and Personnel Services                                                                                    | E                                    | AF/I/T                 |
| Management of H&S                                                                                                          | E                                    | AF/I                   |
| Management of lettings                                                                                                     | D                                    | AF/I/T                 |
| <b>Knowledge/skills/abilities</b>                                                                                          |                                      |                        |
| Ability to use a range of MS Office software packages.                                                                     | E                                    | AF/I/R/T               |
| Ability to use Arbor for a range of modules                                                                                | E                                    | AF/I/R/T               |
| Ability to use FMS 6                                                                                                       | E                                    | AF/I/R/T               |
| Ability to use HCSS budgeting software                                                                                     | D                                    | AF/I/R                 |
| Ability to prioritise workload efficiently, particularly working to deadlines.                                             | E                                    | AF/I/R/T               |
| Ability to work within policies and procedures                                                                             | E                                    | AF/I/R/T               |
| Ability to work with accuracy and attention to detail.                                                                     | E                                    | AF/I/R/T               |
| Ability to maintain professional working relationships with all staff in school.                                           | E                                    | AF/I/R                 |
| Ability to maintain a positive, yet caring relationship with pupils, parents, outside agencies and visitors to the school. | E                                    | AF/I/R                 |
| Ability to address sensitive matters whilst maintaining confidentiality at all times.                                      | E                                    | AF/I/R                 |
| Excellent communication and interpersonal skills, written and oral.                                                        | E                                    | AF/I/R                 |
| Ability to work as part of a team.                                                                                         | E                                    | AF/I/R                 |
| <b>Other</b> (include special requirements)                                                                                |                                      |                        |
| 1. Commitment to Equality & Diversity                                                                                      | E                                    | AF/I                   |
| 2. Commitment to Health & Safety                                                                                           | E                                    | AF/I                   |
| 3. Commitment to safeguarding and protecting the welfare of children and young people.                                     | E                                    | AF/I                   |
| 4. Co-operative, flexible and supportive approach in the workplace.                                                        | E                                    | AF/I                   |

**Prepared by:** Vicki Boe

**Date:** Oct 2025

**Note:** We will always consider references before confirming an offer in writing.

**To be identified by:** Application Form (AF), Interview (I), Reference (R)Test (T), Certificate (C).