



Harris Primary School

Person specification form		
Job title: School Business Manager	Grade: 8	
Directorate: Children and Young People - Schools		
Establishment or team: Harris Primary School		
Requirements (based on the job description)	Essential (E) or Desirable (D)	To be identified by: application form (AF), interview (I), test (T), reference (R)
Qualifications		
• GCSEs including Maths and English Grade C or above	E	AF
• Commitment to achieve the Certificate in School Business Management	E	AF
• Achievement of the Certificate in School Business Management or relevant finance qualification	D	AF
• Accountancy experience/ qualification		
Experience		
• Experience of working within a school office environment	E	AF
• Experience of relevant financial management, managing budgets, financial reporting, procurement and fixed assets	E	AF/I
• Experience of Managing staff teams, including their professional development and performance management	D	AF/I
• Experience in managing Premises and Health & Safety	D	AF/I
• Experience in marketing and revenue generation	D	AF/I
• Experience of supporting Committees/Governing Body	D	AF/I
• Experience of working in a primary school setting	D	AF/I
• Experience of line managing admin and site staff.	D	AF/I
• Experience of Payroll systems	E	
Knowledge, skills and abilities		
• Ability to deliver services and systems applicable for effective school management	D	AF/I
• Ability to promote positive relationships with the wider school community	E	AF/I
• Excellent organisational, planning and analytical skills	E	AF/I
• Ability to devolve responsibilities, delegate tasks and monitor	E	AF/I
• Experience in the use of IT based management information and SIMS (FMS)	E	AF
• Knowledge, understanding and interpretation of statistical data	D	AF

• Ability to maintain strict confidentiality at all times	E	AF/I
• Commitment to safeguarding & protecting the welfare of children & young people	E	AF/I
• Advanced use of Microsoft Office	E	AF/I
Personal Qualities		
• Highly developed interpersonal skills	E	I
• Committed to the development and ethos of the school	E	I
• Able to work under pressure	E	I
• Flexible, approachable and able to work as part of the whole school team	E	I
• Resilient, reliable and enthusiastic	E	I
• Committed to own professional development	E	I
Other		
• Commitment to safeguarding and protecting the welfare of children and young people	E	I
• Commitment to sustaining regular attendance at work	E	R
• Commitment to equality and diversity	E	I
• Commitment to health and safety	E	I
Prepared by: Ian Groom (Headteacher)	Date:	01.01.25
Note: We will always consider your references before confirming a job offer in writing.		

Application form and letter

The Form should be fully completed, signed and free from error. Your letter should be clear, concise and related to the specific post and no longer than 2 sides of A4 paper font size 12.

Harris Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.