

St John the Baptist RC Primary School

PERSON SPECIFICATION FORM		
Post Title: SCHOOL BUSINESS MANAGER 1	GRADE: 8 Term-time plus 1 week	
Directorate: Children and Young People		
Establishment or Team: St John the Baptist RC Primary School Padiham		
Requirements (based on the job description)	Essential (E) or Desirable (D)	To be identified by: Application Form (AF), Interview (I)
QUALIFICATIONS / EXPERIENCE <ul style="list-style-type: none"> Relevant professional qualification or qualification in School Business Management, eg CSBM, or a willingness to work 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 D	AF AF AF AF/I AF/I AF/I AF AF/I AF/I AF/I AF/I

SKILLS and COMPETENCIES		
<ul style="list-style-type: none"> • 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		
<ul style="list-style-type: none"> • 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

