

PERSON SPECIFICATION
Post: Assistant School Business Manager

Factors	Essential	Desirable	Assessment Method
Qualifications	<ul style="list-style-type: none"> • GCSEs in English and maths 	<ul style="list-style-type: none"> • Health and Safety training including IOSH “Working Safely” 	<ul style="list-style-type: none"> • Certificates at interview
Knowledge & Experience	<ul style="list-style-type: none"> • Good understanding of Health and Safety and Risk Assessments policies and procedures. • Good understanding of premises management and procedures • Good understanding of GDPR and data protection • Experience of working in a busy administration environment. • Experience of financial management and administration. • Experience of assisting with HR management and procedures. • Developing and continually improving effective administrative systems and procedures. • Managing and developing staff/team. • Good understanding of data protection and confidentiality • Experience of working in a highly time pressurised environment with conflicting deadlines. • Ability to use IT packages including MS 365 (word processing, spreadsheets etc.) 	<ul style="list-style-type: none"> • Experience working in the education sector • Working knowledge of Arbor Finance • Working knowledge of Arbor MIS software • Working knowledge of SAMpeople software • Working knowledge of Smartlog software platform 	
Competencies	<ul style="list-style-type: none"> • Ability to analyse and interpret information to maximise efficiency and problem solving. • Pay meticulous attention to detail • Creatively problem solve and be solution focussed. • Ability to work co-operatively as a team, whilst also working on own initiative. • Excellent listening, communication skills and high levels of emotional intelligence. • Resilience and adaptability to lead through day-to-day challenges in a busy environment. 	<ul style="list-style-type: none"> • Business Acumen • Commercial Acumen 	<ul style="list-style-type: none"> • Application form • Interview

	<ul style="list-style-type: none"> • To be able to work productively in a fast-paced and pressured environment, adhering to deadlines. 		
Personal Qualities	<ul style="list-style-type: none"> • Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils • Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • Flexible and open to continuous change • Ability and willingness to develop to your full potential undertaking further training and personal development where relevant 	<ul style="list-style-type: none"> • Sense of humour • Emotional intelligence (EQ) & empathy 	

Westfield School is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults and expects all staff, workers, and volunteers to share this commitment. The successful candidate will be required to provide two satisfactory references, undertake pre-employment checks including a health check, and have a cleared Enhanced Disclosure & Barring check. An online search (including social media) will be carried out for all shortlisted candidates as part of our recruitment process.