



## ST. MATTHEW'S CATHOLIC PRIMARY SCHOOL

### PERSON SPECIFICATION

Job Title: Business Lead

Grade: SCP 17  
£30,060.00 (£26,823 Pro-Rata)

Hours: 37 hours per week Monday to Friday, Term time only plus 10 days

Job Location: St Matthew's Catholic Primary School

Responsible to: Headteacher

Factors	Essential	Desirable	Assessment Method
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>GCSE Maths and English at Grade C or above or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>Qualifications in admin or finance</li> </ul>	Application Form Certificates
<b>Training</b>	<ul style="list-style-type: none"> <li>Willingness to undertake further training relevant to the post</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of Continuing Professional Development relevant to the post</li> </ul>	Application Form Interview
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working in an office environment</li> <li>Knowledge of clerical/ administrative/financial and organisational systems</li> <li>Experience of establishing and maintaining database systems</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a school/education office environment</li> </ul>	Application Form Interview Selection Tests
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>Competent in using Microsoft Office</li> <li>Excellent written and verbal communications skills</li> <li>Excellent organisational skills</li> <li>Knowledge and understanding of safeguarding</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of financial management and reporting</li> </ul>	Application Form Interview Selection Tests
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Highly developed interpersonal skills, with a</li> </ul>		Application Form Interview

	<p>warm, positive and inclusive attitude</p> <ul style="list-style-type: none"> <li>• Ability to prioritise tasks</li> <li>• Ability to work under pressure and meet deadlines</li> <li>• Ability to work using own initiative</li> <li>• Ability to work as part of a team</li> <li>• To respect and preserve the Catholic ethos of the school</li> </ul>		
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