

Parkside Primary School

Person Specification – School Business Manager



Qualification and Experience		
1.	Recognised management/business degree, NVQ 4 or equivalent related professional qualification	D
2.	Recognised School Business Management Qualification or currently studying for such.	D
3.	Proven experience (at least 2 years) in the role of School Business Manager	E
4.	Previous experience in computerised finance pay, personnel and administrative systems	E
5.	Line Management experience	D
6.	Involvement in school self-evaluation and improvement planning	D
Training		
7.	Evidence of continuing professional development	E
Knowledge and skills		
8.	A thorough understanding of health, safety and security issues in schools.	E
9.	Expert knowledge of financial management	E
10.	A proven understanding of how to improve quality on performance in service delivery	E
11.	Able to understand national and regional educational services and deliver appropriate strategies.	E
12.	Ability to persuade, motivate, negotiate and influence.	E
13.	Excellent numeracy/literacy/ICT skills	E
14.	Ability to relate well to children and adults	E
Personal qualities		
18.	Highly developed interpersonal skills	E
19.	Evidence of a commitment to an equal opportunities policy both in service delivery and employment, and an understanding of its effective operation within a school. An ability to ensure that each child's and adult's identity is respected, maintained and enhanced and that stereotypes are challenged in a sensitive way.	E
20.	Support and demonstrate commitment to the vision and ethos of Parkside.	E

Disqualifying Factors		
	An indication of sexist, racist or anti-disability attitudes or any other attitudes inconsistent with the Council's Equal Opportunities Policy.	

E = Essential

D = Desirable