Bishop Wilkinson Catholic Education Trust

St Michael's Catholic Primary School

St John Boste Catholic Primary School

# Person Specification

Post Title: Dual School Business Manager
Salary: Grade J/K, SCP 31 - 35

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| **Qualifications & Training** | |
| **Essential** | |
| **E1** | Educated to degree level or equivalent experience |
| **E2** | Relevant professional qualification (or willingness to work towards), e.g.:<br>• School Business Professional qualification<br>• CIPFA / CIPD / equivalent |
| **Desirable** | |
| **D1** | ISBL membership or similar professional body |
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| **Experience** | |
| **Essential** | |
| **E3** | Experience in financial management, including budget setting and monitoring |
| **E4** | Experience of HR processes and managing staff |
| **E5** | Experience of leading or managing operational services (finance, admin, estates etc.) |
| **E6** | Experience of working within a regulated or public sector environment |
| **Desirable** | |
| **D2** | Experience working across multiple sites or organisations |
| **D3** | Experience in the education sector or academy trust |
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| **Skills & Abilities** | |
| **Essential** | |
| **E7** | Strong leadership and people management skills |
| **E8** | Strategic thinking and organisational planning |
| **E9** | Strong communication and interpersonal skills |
| **E10** | High level of ICT competency (e.g. MIS, finance systems, Microsoft applications) |
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| **Knowledge & Understanding** | |
| **Essential** | |
| **E11** | Financial management principles and budget control |
| **E12** | HR policies and employment legislation |
| **E13** | Health & safety and compliance requirements |
| **E14** | Data protection and information governance |
| **Desirable** | |
| **D4** | Knowledge of academy funding and school finance systems |
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| Personal Attributes | |
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| **Essential** | |
| **E15** | Highly organised, proactive and resilient |
| **E16** | Professional, credible and confident working with senior leaders |
| **E17** | Able to maintain confidentiality and integrity |
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| **Safeguarding & Compliance** | |
| **Essential** | |
| **E18** | Commitment to safeguarding and promoting the welfare of children and young people. |
| **E19** | Understanding of and ability to comply with data protection and confidentiality principles. |
| **E20** | Ability to comply with Equal Opportunities Policies, the Trust/school Code of Conduct, and all other Trust/school policies. |
| **E21** | Ability to comply with health and safety policies, rules and regulations. |
| **E22** | Ability to support and uphold the Catholic ethos of the school and respect its distinctive mission. |
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**September 2026**