

## Person Specification

### Finance & Business Manager Highcliffe St Mark Primary School

Requirement	Criteria
<u>Education and qualifications</u> <ul style="list-style-type: none"> <li>• Educated to GCSE Grade C (or equivalent in English and Maths)</li> <li>• Relevant degree such as Finance, Administration, Accountancy</li> <li>• AAT Level 3 or above</li> <li>• Up to date safeguarding training</li> </ul>	<p>Essential Desirable</p> <p>Desirable Desirable</p>
<u>Skills and Knowledge</u> <ul style="list-style-type: none"> <li>• Effective numeracy/literacy/IT skills and the ability to analyse, produce and present statistical/financial information accurately</li> <li>• Experience of setting and monitoring budgets, financial accounting, reporting procedures and working within budget limitations</li> <li>• Experience of lettings and hiring of facilities</li> <li>• Previous experience of Arbor MIS, Arbor Finance, Access Education Budgets</li> <li>• Experience with building and site improvement project management including bid applications and management of premises services</li> <li>• Evidence and experience of previous people management</li> <li>• Experience in the development and procurement of new systems</li> <li>• Experience of risk management and assessments</li> <li>• Experience in arranging training including First Aid</li> <li>• Experience of previous work in a school environment including administrative duties</li> <li>• Safe working practices and understanding of relevant Health &amp; Safety regulations</li> <li>• Understanding and a commitment to the statutory requirements of legislation concerning safeguarding, including child protection, health and safety, equal opportunities and inclusion</li> <li>• Ability to lead, supervise, motivate and manage staff in your team</li> <li>• Willingness to share expertise, skills and knowledge to inspire and challenge others</li> <li>• Experience of recruitment, induction, line management of staff, supporting professional development and performance management of staff team</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Desirable Desirable</p> <p>Essential</p> <p>Essential Desirable</p> <p>Desirable Essential Desirable</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>

Personal Attributes	
<ul style="list-style-type: none"> <li>Ability to demonstrate a commitment to taking an active part in supporting and maintaining the school's Christian ethos and character</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Ability to work under own initiative, prioritise and work flexibly to meet deadlines including statutory</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Ability to communicate effectively verbally and in writing</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Good organisational skills to manage own workload and that of others</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Ability to maintain confidentiality and discretion at all times</li> </ul>	Essential
<ul style="list-style-type: none"> <li>High expectations of self and others</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Able to demonstrate a commitment to own professional development</li> </ul>	Essential