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| **Specification** | **Essential/****Desirable** | **Method of****Assessment** |
| **KNOWLEDGE/EXPERIENCE/QUALIFICATIONS** |
| Knowledge and experience of financial and budget management procedures within an educational or similar setting. | E | AF/Ref |
| Knowledge and experience of personnel management/HR within an educational or similar setting. | E | AF/Ref |
| Knowledge and experience of managing school premises | D |  AF/Ref |
| Knowledge and experience of managing a team | E |  AF/Ref |
| Knowledge of relevant legislation (e.g Equal Opportunities, Health & Safety, Data Protection) | E | AF/Ref |
| Professional Qualification to degree level or equivalent | E | AF/Ref |
| Level 5 School Business Manager qualification (or be prepared to study/ complete the course) | D | AF/Ref |
| **LEADERSHIP** |
| Support and demonstrate commitment to the vision for the further development and improvement of the school | E | SP |
| Support the Head teacher, SLT and Governors in the management of change and improvement in pursuit of strategic objectives | E | SP |
| Prioritise, plan, organise, direct and co-ordinate the work of others | E | AF |
| Ability to devolve responsibilities, delegate tasks and monitor practice to see that are carried out, set standards and provide a role model for others | E | SP |
| Deal sensitively with people and resolve conflicts | E | SP |
| **SKILLS** |
| Excellent communication and interpersonal skills and ability to build | E | AF/SP |
| Ability to prioritise, work independently, demonstrating initiative | E | SP |
| Ability to develop and maintain efficient record keeping/management information systems, providing accurate records and reports as required that inform non-specialists | E | AF/SP |
| Ability to communicate with and build relationships with a wide range of audiences, including other employees within the school, governors, parents, LA and other stakeholders | E | SP |
| Ability to lead and manage staff effectively and sensitively and to lead by example | E | AF/SP |
| Ability to negotiate best value | E | AF/SP |
| Ability to manage projects from inception to completion, meeting deadlines | E | AF/SP |

**College Town Primary School**

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**Person Specification – School Business Manager**

AF – Application Form SP – Selection process Ref - Reference

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| Ability to reconcile priorities, work to tight deadlines and problem solve | E | AF/SP |
| Receptive to new ideas, approaches and challenges | E | SP |
| Excellent attention to detail | E | SP |
| **EXPERIENCE** |
| Experience of working with Senior Leaders and a Governing Body | D | AF |
| Proven experience of strategic planning, budget monitoring, cash management and procurement | E | AF |
| Proven experience of producing a variety of financial/management reportsincluding the production of statutory accounts | E | AF |
| Experience of successfully networking and building relationships with other organisations or institutions | E | AF |
| Proven experience of fundraising | D | AF |
| Proven experience of safer recruitment and personnel management | E | AF |
| **KNOWLEDGE** |
| A sound knowledge of finance and budget management | E | AF/SP |
| A sound knowledge of primary schools, and the financial systems and structures under which they operate | E | AF/SP |
| A sound knowledge of a range of financial and personnel systems and computer applications including FMS and SIMs | D | AF/SP |
| Knowledge of relevant policies, legislation and codes of practice in Finance | E | SP |
| **SAFEGUARDING** |
| Shows a personal commitment to safeguarding and promoting the welfare and rights of young people | E | SP |
| Appreciates the significance of safeguarding and interprets this for all individual children and young people whatever their circumstances | E | SP |
| Can demonstrate an ability to contribute towards a safe environment | E | SP |
| Knowledge and understanding of DFE ‘Keeping children safe in Education.’ | D | AF/SP |
| **PERSONAL QUALITIES** |
| Commitment to acting with integrity, honesty, loyalty and fairness to safeguard th assets, financial probity and reputation of the school | E | AF/SP/Ref |
| Ability to form and maintain appropriate relationships and ensure personal boundaries with children and young people | E | SP |
| Committed to equality and diversity | E | SP |
| Committed to own continuing professional development which may include working towards School Business Management qualification | D | SP |
| Clear vision and an innovative approach | E | AF/SP/Ref |
| Commitment to a high profile presence in and around the school | E | SP |
| Ability to foster an open culture where all are valued and treated fairly | E | AF/SP/Ref |
| A good sense of humour | E | SP/Ref |
| Willingness to challenge others to produce positive outcomes | E | SP |
| Flexibility, adaptability and creativity | E | SP |

College Town Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Successful applicants will be subject to qualifications and experience checks and satisfactory references.