

BUSINESS SUPPORT MANAGER
Personal Specification

Ballifield Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
Minimum Essential Criteria	Method of Assessment
Organisation Skills	
Ability to plan and determine work methods.	Application Form
Customer relationships.	Interview
Ability to lead a team.	Task
Evidence of problem analysis and the ability to summarise findings.	References
Ability to work to deadlines.	
Has excellent organisation, planning and analytical skills.	
High level of experience of servicing meetings and minute taking.	
Be willing to work outside standard hours as the work dictates (meetings etc).	
Financial Skills	
Understanding of basic financial procedures	Application Form
Excellent financial management skills (budget control and setting).	Interview
Ability to use financial packages (specific training can be provided).	Task
Ability to provide decision support.	
Ability to prepare finance reports to a high standard and communicate them effectively to stakeholders.	

Administration skills	
Ability to develop and monitor management information systems	Application Form
Ability to analyse and evaluate data and produce detailed reports from the analysis	Interview
Provide data for SLT and Governing Body	Task
Knowledge and Experience	
Knowledge and understanding of how to interpret numerical/statistical data	Application Form
Knowledge and understanding of relevant legislation and compliance (e.g. health and safety, equal opportunities).	Interview
Knowledge and understanding of leading and managing HR related issues.	References
Fluency in the use of IT based management information systems and Microsoft systems.	
Good organisation and proven administrative abilities	
Ability to identify own training and willingness to undertake necessary training.	
Personal Qualities	
A desire to make a difference to the lives of young people.	Application Form
Resilience, energy, enthusiasm, sense of humour and creativity	Interview
Able to work as part of a team (to include teachers, support staff, Governors, partner schools and Local Authority)	Task
Able to work under pressure, meet deadlines, work flexibly and calmly and be able to reflect on processes and outcomes.	References
Commitment to promoting of the ethos of the school.	
Personal Skills	
Self-motivated/use own initiative.	Application Form
Ability to keep confidentiality.	Interview
Interpersonal skills – ability to relate to children and adults.	Task
Excellent communication skills.	References

<p>Willingness for self-development.</p> <p>Professional attitude.</p> <p>Willingness and ability to be flexible.</p> <p>Customer focused approach to service delivery.</p> <p>Willingness and capability to be flexible when needed (eg Ofsted, project deadlines etc).</p> <p>Ability to work under pressure, prioritise and meet deadlines.</p> <p>Excellent listening skills.</p> <p>Approachable, courteous and able to present a positive image of the school to callers and visit.</p> <p>Able to relate well to children.</p>	
Experience, Qualifications and Training	
<p>Experience of working within an administrative environment.</p> <p>Experience of working within an educational setting would be desirable</p> <p>CSBM/DSBM NVQ level 4 desirable</p>	<p>Application form</p> <p>References</p>
Work Related Circumstances	
<p>Willing to work outside standard hours as the work dictates</p> <p>Can maintain personal presentation that sets high standards.</p> <p>Can work within the spirit of school policies</p>	<p>Application Form</p> <p>Interview</p>