

Cathedral Primary School

School Business Manager

Person Specification

Job Title:	School Business Manager
Reporting To:	Headteacher
Hours of Work:	30 hours per week (pattern to be agreed)
Working Pattern:	Term time plus two weeks
Salary:	CST Payscale: Points 38 to 41 Gross full time equivalent range: £41,357 - £44,653 Actual part time term-time salary (0.6862FTE): £28,377 - £30,639
Start Date:	1st September 2024 or as soon as possible thereafter
Contract:	Permanent

Person Specification

The Headteacher is looking to recruit an outstanding School Business Manager, who shares the vision for Cathedral Primary School as a centre of excellence for primary education, committed to inclusion and grounded in a strong musical tradition.

Applications are invited from charismatic, enthusiastic and suitably experienced individuals, for this varied, rewarding and demanding post. The successful candidate will demonstrate exceptional organisation skills, will be confident in financial processes, with a high level of numeracy and literacy. Whilst experience within the education sector is desirable, candidates with significant levels of transferable skills are strongly encouraged to apply.

Methods of Assessment

The following criteria will all be assessed through evaluation of the candidate's initial application form and during the interview process. Attributes and suitability for the role will also be verified by independent references.

Key Criteria	Essential	Desirable
Qualifications and Experience	Educated to A Level	Educated to degree level or above

	<p>Experience of financial management and budget monitoring systems, managing large, varied and complex budgets</p> <p>Experience of working strategically and communicating decisions</p> <p>Experience of management of one of the following areas:</p> <ul style="list-style-type: none"> -Facilities, including Health and Safety -Human Resources -Marketing -Administration Support Services <p>At least three years proven managerial experience which will have included:</p> <ul style="list-style-type: none"> -a strategic and policy role -a service delivery role -effective use of resources -leading, motivating and developing professional and administrative staff 	<p>Further qualifications and/or studies relevant to the post</p> <p>Experience of working in an educational setting</p> <p>Experience of commercial contract management</p> <p>Experience of press and publicity</p> <p>Experience with school information systems (SIMS, PSF, iTrent, IMP or similar)</p> <p>Ability to apply performance management techniques and processes</p> <p>Hold a full valid UK Driving Licence</p> <p>A good knowledge of current legislation and policy within the context of school/education</p> <p>Experience of delivering training</p>
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Key Criteria	Essential	Desirable
Knowledge	<p>Understanding of the importance of safeguarding and child protection legislation and guidance with a primary school setting</p>	<p>Understanding of day to day operations within a primary school setting</p> <p>Knowledge of employment contracts and regulations, in particular within the education sector</p> <p>Knowledge of health & safety rules and regulations</p>

Key Criteria	Essential	Desirable
<p>Skill and Abilities</p>	<p>Ability to show sensitivity and objectivity when dealing with confidential issues</p> <p>Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date</p> <p>Ability to form positive, warm relationships with colleagues, pupils and families</p> <p>Ability to plan and prepare effectively</p> <p>Excellent verbal and written communication skills to support report writing and external school communications</p> <p>High standards in terms of attendance and punctuality</p> <p>Ability to prioritise and manage time workload</p> <p>A willingness and ability to develop specialist knowledge and keep up to date with local and national policy developments</p> <p>Ability to work collaboratively, as part of a team</p> <p>Ability to communicate with a wide range of audiences, including parents, colleagues and others</p> <p>Clear and courteous communication skills.</p> <p>Strong ICT competency with a good working knowledge of Microsoft or Google software systems</p>	<p>Skills and confidence to coach and mentor staff and tackle underperformance</p> <p>Enthusiastically commit to ongoing professional development</p>

Key Criteria	Essential	Desirable
Personal Attributes	<p>Passionate approach to teaching and learning</p> <p>Commitment to the ethos and values of Cathedral Primary School</p> <p>Caring nature</p> <p>Ability to inspire learners</p> <p>Desire to provide the best possible education to all learners</p> <p>Ability to enthuse and motivate others</p> <p>Positive approach to change and development</p> <p>Flexibility and adaptability</p> <p>Strong commitment to personal CPD</p> <p>Professional approach</p> <p>Innovative, creative and willing to take appropriate risks</p> <p>Robust and assertive</p> <p>Able to inspire confidence in pupils, parents, carers and colleagues</p>	<p>Brings personal interests and enthusiasms to the school community</p> <p>Support for enriching curriculum through co-curricular activities.</p>

Key Criteria	Essential	Desirable
Safeguarding	<p>Evidence of suitability to work with children (enhanced DBS check)</p> <p>Evidence of commitment to the safeguarding, health and welfare of children</p> <p>Maintain confidentiality and handle sensitive information in accordance with Data Protection rules.</p>	

We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff and volunteers to share this commitment. All posts at Cathedral Schools Trust are subject to pre-employment checks including, but not limited to, initial and periodic enhanced level checks with the Disclosure and Barring Service.
