

PERSON SPECIFICATION	
Qualifications	
1. GCSE English and maths or equivalent.	Essential
2. Degree or equivalent qualification.	Desirable
3. Experience of working within a school setting.	Essential
4. Certificate of School Business Management from the National College for School Leadership (NCSL)	Desirable
5. Diploma or Advanced Diploma of School Business Management	Desirable
6. AAT qualified or working toward a CCAB accounting qualification	Desirable
Experience	
1. Experience of using computerised systems for budget management and the financial regulations applicable to schools	Essential
2. Experience of using information systems including computerised systems (SIMS) in an administrative environment	Essential
3. Experience of providing high-level administrative support including experience of managing staff	Essential
4. Experience of premises and/or site management	Desirable
5. Experience of successful income generation (Financial arrangements)	Desirable
6. Experience of Human Resources including payroll, HR procedures, performance management and recruitment	Desirable
Skills, Knowledge and Ability	
1. An understanding of the functions and duties of a community school and its relationship to the Local Authority	Essential
2. Extensive knowledge of finance procedures, budget management, financial control and resource planning and a practical knowledge of different avenues of funding	Essential
3. Ability to construct and write bids for financial funding for whole school projects with appropriate support as required	Desirable
4. Awareness and understanding of school/public sector finances/resources management systems	Desirable
5. An awareness and understanding of key issues in relation to procurement, contract management, Health & Safety and risk assessments.	Essential
6. Ability to collate statistical data and present it clearly and succinctly in written reports for a variety of audiences	Essential
7. Ability to work successfully as a team member establishing effective working relationships and flexible working practices.	Essential
8. Ability to work under pressure in a constantly changing and demanding environment.	Essential
9. Has an up to date knowledge of relevant legislation and guidance in relation to working with and the protection of children and young people.	Essential
10. Knowledge of the application of Health & Safety in a school setting, including good practice relevant to maintenance and upkeep of a public building and the carrying out of risk assessments.	Essential
11. Proven literacy, numeracy and communication skills including being able to respond appropriately to staff, governors, pupils, outside agencies and the Local Authority.	Essential
12. Displays commitment to the protection and safeguarding of children and young people, and has an up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people	Essential
Personal Qualities	
1. Have a proven track record of interpersonal and leadership skills	Essential
2. Be highly organised, reliable and have excellent time management skills	Essential
3. Ability to motivate and inspire colleagues.	Essential

4. Be self-motivated and able to use initiative	Essential
5. A relentless drive for excellence	Essential
6. Be able to work well under pressure and to a high level of accuracy	Essential
7. Be willing to learn and update skills and knowledge	Essential

### Safer Recruitment

- Cedars Manor School is committed to upholding the rights of the child, especially in relation to children's safety.
- We are a Rights Respecting School; our recruitment policy ensures that Articles 3 and 19 of the UNCRC are upheld.
- We recognise that the safe recruitment of staff in school is the first step to safeguarding and promoting the welfare of the children at Cedars Manor School.
- It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to and fulfilled in the roles they undertake.
- We recognise the value of, and seek to achieve a diverse workforce which includes people from different backgrounds with different skills and abilities.
- The school is committed to ensuring that the recruitment and selection of all who work with the school is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunities.
- The school will uphold its obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed.

### The Application Process

Closing Date: **9:00am Friday 5<sup>th</sup> January 2024**

Interviews and Assessments will take place week commencing: **Monday 8<sup>th</sup> January 2024**

The start date is negotiable – **ASAP pending the relevant safer recruitment checks**

Completed application forms should be sent to: [personnel@cedarsmanor.harrow.sch.uk](mailto:personnel@cedarsmanor.harrow.sch.uk)