



Eldene Nursery & Primary School

Person Specification: School Business Manager

	Essential/ Desirable
Knowledge/qualifications <ul style="list-style-type: none"> • A good understanding of how Fair Funding and Self-Management impacts on community primary schools. • Working knowledge of equal opportunities and managing diversity to promote anti-discrimination. How the application of the principles of Best Value within a publicly accountable organisation need to be applied. • A relevant professional qualification or degree level academic achievement. • Awareness and understanding of safeguarding responsibilities in relation to Keeping Children Safe in Education. 	E E E E
Experience <ul style="list-style-type: none"> • Demonstrable experience in finance and personnel management. • Experience in producing reports and advising the SLT on the findings of projects / reviews • Experience of understanding financial information, managing budgets effectively and ensuring financial propriety with school procedures and current Local Government Finance legislation. • Experience of project management, planning, managing and monitoring of work. • Evidence of success in building and forming working relationships across professional and operational boundaries. 	E E E E E
Aptitudes, skills and competencies <ul style="list-style-type: none"> • The ability to develop and manage a variety of administrative systems. • Analytical skills, able to analyse data and information and use to monitor and support activities to promote solutions. • Ability to manage and support staff and their professional development. • Ability to work as a member of the Senior Leadership Team. • Ability to develop and maintain good relationships with a wide range of people, from parents and pupils to outside agencies. • Excellent ICT skills e.g. confident and adept in use of Microsoft applications e.g. Word, Excel • Shows drive, enthusiasm and commitment in the achievement of business objectives • An understanding of Teachers' and Local Government pay and terms of conditions. • Knowledge of schools-based software. 	E E E E E E D D

Personal Characteristics

- Motivated to work with children & young people.
- Ability to form & monitor appropriate relationship & personal boundaries with children & young people.
- Emotional resilience working under pressure.
- Attitudes to use of authority & maintaining discipline and a positive working environment
- To demonstrate a commitment to the school vision, aims and ethos, its school community and the school improvement agenda
- Commitment to safeguarding and equality.
- Commitment to ensuring the health, safety and wellbeing of all children.

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