



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 E E D D

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