



## Hackleton CEVA Primary School

*'Inspiring learning for life...life in all its fullness'*

### Person Specification

<b>Job Title:</b>	School Business Manager
<b>School Name:</b>	Hackleton CEVA Primary School

#### Minimum level of qualifications, knowledge, skills and experience required:

		Essential/Desirable
<b>Qualification</b>		
	GCSE grade 5 – 9 (A* - C) in English and Maths	E
	A recognised qualification in school business management (e.g. CSBM, DSBM, or equivalent).	D
<b>Knowledge</b>		
	Knowledge of financial management systems and procedures.	E
	Knowledge of local authority financial and administrative systems.	D
	Understanding of data protection	E
<b>Experience</b>		
	Proven experience of financial or business management, ideally within an educational or public sector environment.	E
	Experience of managing premises, HR, and/or health and safety.	D
<b>Skills</b>		
	High level of competence in the use of ICT, including spreadsheets, financial software, and management information systems.	E
	Commitment to maintaining confidentiality at all times	E



## Hackleton CEVA Primary School

*'Inspiring learning for life...life in all its fullness'*

	Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils	E
	Strong organisational, analytical, and interpersonal skills.	E
	Effective communication skills	E
	Ability to work independently and collaboratively within a small team.	E
	Fluent spoken English	E
<b>Safeguarding</b>		
	Demonstrate an understanding of the safe working practices that apply to this role	E
	Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	E

### DBS Disclosure level

Enhanced	<b>This post is subject to an Enhanced Disclosure and Barring Service check and medical clearance.</b>
----------	--