

Person Specification

School Business Manager (Hambrough Primary School) (JE No: 3230)

Job title:	School Business Manager	Ealing GLPC Grade	Scale 11
School:	Hambrough Primary School	Post No:	
Line manager:	Head teacher		
Supervisory responsibility:	Line management of 3 admin staff and 8 premises staff		
Hours:	35 hours per week		

This form lists the essential requirements needed in order to do the job. Applicants will be short-listed solely on them meeting these requirements.

Essential Requirements

Education and Experience

- a) CSBM qualification or equivalent experience
- b) Proven experience of finance, human resources or a similar field
- c) To have a knowledge of SIMS FMS or similar packages.
- d) Experience of managing multiple priorities
- e) Experience of project management

Knowledge, Skills and Abilities

- f) Strong organisational, financial, interpersonal and communication skills
- g) Ability to use own initiative to identify issues, problem solve and implement solutions
- h) Ability to interpret information and devise policy or practice
- i) Ability to performance manage others.
- j) Ability to work quickly and efficiently with minimum supervision
- k) Ability to communicate clearly both in writing and orally with a wide range of audiences
- l) Ability to perform efficiently whilst under pressure
- m) Ability to persuade, motivate, negotiate and influence
- n) Ability to relate well to children and adults
- o) Ability to work constructively as a team, understanding school roles and responsibilities and the post holder's position within these
- p) Ability to self-evaluate learning needs and actively seek learning opportunities and CPD.

Other Factors

- q) Willingness to attend occasional meetings outside of normal office hours
- r) Willingness to have an enhanced CRB check

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Prepared by: _____	Date	/ /
Agreed by: _____	Date	/ /
