

PERSON SPECIFICATION
Harry Gosling Primary School

POST TITLE
School Business Manager

	Essential	Desirable	Evidence
Qualifications			
High level of GCSE & 'A' level	X		
Degree qualification or equivalent		X	
Relevant qualification in business, finance and management administration for example CSBM or equivalent or if not, fully committed to obtaining a relevant qualification.		X	
Human resources management.		X	
Experience			
Candidates must have at least three years experience in financial and business management. (Candidates who have experience in an educational context will be at an advantage).	X		
Experience of developing effective administrative systems and procedures.	X		
Experience of forming and maintaining business partnerships.		X	
Knowledge and understanding			
Understanding of and commitment to equal opportunity issues within the workplace.	X		
Knowledge of effective IT administration systems (inc SIMs, SAGE)		X	
Knowledge of financial procedures and regulations in schools.	X		
Knowledge of the policies and practices regarding financial management.	X		
Knowledge of the policies and practices regarding health and safety.	X		
Knowledge of the policies and practices regarding human resources.	X		
Knowledge of what constitutes 'best value' and to be able to translate this into all aspects of the job description.	X		
Skills and abilities			
Driven and passionate to improve opportunities for children	X		
Ability to manage people effectively by conducting regular meetings, setting targets for performance, delegating tasks appropriately and monitoring the quality of delivery and outcomes.	X		
Ability to move on a range of tasks and manage own work load effectively and efficiently by adopting sophisticated organisational skills.	X		
Ability to take a problem solving approach to work and tasks and come up with well thought through, valid and financially sound solutions.	X		
Ability to be flexible and be able to respond to situations in a calm and reassuring manner.	X		
Ability to use computer systems, including word processing	X		

skills, to produce tables, spreadsheets and statistical returns. Ability to communicate effectively, both verbally and in writing. Ability to build and maintain effective working relationships with a wide variety of people and organisations. Ability to use inter-personal skills to build and maintain effective business partnerships. Ability to maintain strict confidentiality in all matters. Ability to keep up to date on relevant policies and procedures in line with the duties identified in the job description.	X X X X X		
Additional			
Holder of a valid UK driver's licence.			X
Personal Qualities			
Positive attitude	X		
Reliable	X		
Punctual	X		
Honest & trustworthy	X		
Displays integrity	X		
Sensitive to others	X		
Good time management	X		
Flexible	X		
Resilience	X		