



Person Specification

| Attributes | Essential | Desirable |
|----------------------------|--|--|
| Relevant Experience | Experience in either a school, local authority or similar setting | Experience of delivering value for money initiatives |
| | Experience of managing multiple priorities | Experience of project management |
| | | Experience of supervision of individuals |
| Education & Training | Have or willingness to work towards Level 4 Diploma in School Business Management (formerly CSBM qualification) | Level 5 Diploma in School Business Management (formerly DSBM) or recognised management/ business degree or equivalent related professional qualification |
| | GCSE grades A-C (or equivalent) including Maths, English and Science | A valid First Aid certificate |
| | A high standard of spoken and written English | |
| | Good numeracy skills | |
| | Evidence of continuing and relevant professional development. | |
| Special Knowledge & Skills | Delivering services and systems applicable for effective school management | Knowledge of SIMS or similar packages |
| | Understanding of school governance arrangements | Knowledge of recent educational issues |
| | Knowledge of Health and Safety procedures as they relate to an educational establishment | Knowledge of Information Governance, GDPR and data protection in a school context |
| | High level of competence using a range of IT packages including word processing, databases and updating websites | Knowledge of safeguarding practices and procedures |
| | Strong organisational, interpersonal and communication skills | Ability to interpret information and to input into the development of policy/practices |
| | Ability to set priorities to enable work to be done effectively under pressure and to meet deadlines | |
| | Ability to use own initiative, be self-motivated and to work independently to identify issues, problem solve and implement solutions | |
| Additional Factors | Ability to be a pro-active member of a team | Willingness to support wider school events and Parents' Association activities |
| | Ability to positively engage with professional development opportunities | Understanding of the need for, and desire to consistently implement, an organised, tidy school environment |
| | Ability to reflect on your own practice and engage in professional dialogue | |
| | Willingness to attend occasional meetings outside of normal office hours | |
| | Ability to meet challenges with determination and resilience | |
| | Enthusiasm and good humour | |