# St. Alban’s Catholic Primary School

**Person Specification**

What follows is a summary of the training, qualifications and experience, as well as the knowledge, understanding and qualities that the successful candidate will be expected to possess.

*(Please note: Candidates failing to demonstrate all of the below essential criteria will automatically be excluded from consideration)*

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| Criteria: | Essential or Desirable |
| Qualifications   * Administrative/Business Management National Qualifications Level 5 or Diploma of School Business Management (or equivalent) * Excellent Numeracy / Literacy Skills | E |
| * Diploma in School Business Management * A relevant Management or professional qualification * ICT Qualifications | D |
| Experience  • Ability to make independent decisions in relation to the development and operational delivery services within school  • Development of financial policies for schools  • Business and financial management of school resources  • Contributing to policies and initiatives including budget recommendations  • Budget management  • Experience of working in an office environment at a senior level  • Successful team management and leadership  • Effective and consistent management of staff  • Ability to deliver efficient and effective services  • Ability to produce management information reports | E |
| • Responsibility for generating income | D |
| Knowledge and Skills  • Knowledge of business and administration management including finance, procurement, administration and staff management  • Analytical skills for interpreting data and complex information  • Proven negotiation and influencing skills  • Effective use of specialist ICT packages  • Proven ability to prioritise own and team workloads to meet deadlines  • Effective decision making skills  • Ability to work under pressure effectively and productively  • Ability to provide clear leadership, direction and motivation  • Effective people management skills  • Use of specialist equipment / resources  • Ability to plan and develop administrative systems  • Excellent communication skills at all levels  • Work constructively as part of a team, understanding school roles and responsibilities and own position therein  • Demonstrate initiative and self-management | E |
| * Ability to relate well to children and adults * Full working knowledge of school-based policies / codes of practise and relative legislation * Ability to set clear objectives and targets. | D |
| Special Requirements   * Responsibility for the physical and information resources in a large school or cluster of schools * Ordering of equipment, services and supplies * Managing procurement processes * May prepare and submit bids for funding | E |