# 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 |