



# 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)*

Criteria:	Essential or Desirable
<u>Qualifications</u> <ul style="list-style-type: none"> <li>Administrative, financial or accounting qualifications equivalent to national qualifications level 6, or Advanced Diploma of School Business Management</li> <li>Excellent Numeracy / Literacy Skills</li> </ul>	E D
<ul style="list-style-type: none"> <li>Diploma in School Business Management</li> <li>A relevant Management or professional qualification</li> <li>ICT Qualifications</li> </ul>	D
<u>Experience</u> <ul style="list-style-type: none"> <li>Ability to make independent decisions in relation to the development and operational delivery services within school</li> <li>Management experience involving varied activities across a range of functions including administration, finance and HR</li> <li>Business and financial management of school resources</li> <li>Financial preparation and planning, forecasting and expenditure of a large school support budget</li> <li>Developing and implementing school policies and procedures</li> <li>Analytical, judgemental and creative skills required to interpret varied and complex information</li> <li>Successful team management and leadership</li> <li>Ability to deliver efficient and effective services</li> <li>Ability to produce management information reports</li> </ul>	E
<ul style="list-style-type: none"> <li>Responsibility for generating income</li> </ul>	D
<u>Knowledge and Skills</u> <ul style="list-style-type: none"> <li>Knowledge of theory and practise of business and administration management including finance, procurement, administration, management of staff</li> </ul>	E

<ul style="list-style-type: none"> <li>Analytical skills for interpreting varied and complex information and situations</li> <li>Proven advisory, negotiation and influencing skills</li> <li>Developing strategic policies and initiatives</li> <li>Effective use of specialist ICT packages</li> <li>Proven ability to prioritise own and team workloads to meet deadlines</li> <li>Ability to set clear objectives and targets</li> </ul>	
<ul style="list-style-type: none"> <li>Ability to relate well to children and adults</li> </ul>	D
<u>Special Requirements</u> <ul style="list-style-type: none"> <li>To lead on development of health and safety plans within the school</li> </ul>	E