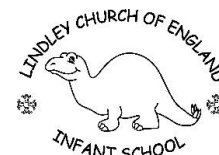


# Lindley CE Infant School

## Person Specification

### School Business Manager



Achievement of criteria - key to identification:

A = Application I = Interview E = Exercise R = Reference

Qualifications/Training	Essential	Desirable	How identified
Educated to GCSE level or above in English and Maths or able to demonstrate ability to work at least at that level.	✓		A
Certificate or Diploma of School Business Management, or working towards this qualification, or equivalent qualification.		✓	A
Accounting, financial or Business Studies qualification (NVQ 4 / HND or above) or ability to demonstrate equivalent experience.	✓		A

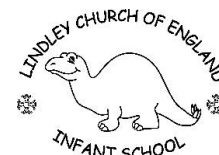
Experience	Essential	Desirable	How identified
Experience of financial management at a senior level in either a school, public or private sector.	✓		A/I
Experience of training, development and supervision of staff – including work allocation.		✓	A/I
Experience of computer based accounting procedures, budget setting, monitoring and preparing financial reports.	✓		A/I
Experience of income generation (i.e. sourcing and securing additional funding)		✓	A/I
Excellent skills including use of IT Skills and software used in schools (including word processing, spread sheets, database, e-mail and internet)	✓		A/I
Experience of managing and supervising a team of staff	✓		A/I

Knowledge and Skills	Essential	Desirable	How identified
Knowledge of all aspects of financial management including computerised financial management.	✓		A/I/E
Knowledge and understanding of procurement and tendering processes and the management of contracts		✓	A/I
Knowledge and understanding of premises management (i.e. repairs, maintenance, work schedules)		✓	A/I
Understanding of and commitment to high levels of customer care.	✓		A/I/R
Understanding of and commitment to the Equality and Diversity how it relates to the duties of the job.	✓		A/I

# Lindley CE Infant School

## Person Specification

### School Business Manager



Understanding of and commitment to Health and Safety in a school setting and how it relates to the duties of the job.		✓	A/I
Appreciation of the need to maintain strictest confidentiality about all matters concerning to the school.	✓		A/I/R
Understanding of the importance of current safeguarding policies and procedures in school	✓		A/I
<b>Skills and Abilities</b>	<b>Essential</b>	<b>Desirable</b>	<b>How identified</b>
Ability to work on own initiative and contribute to effective working of the team.	✓		A/I/R
Ability to prioritise and produce complex financial information and reports, working to tight deadlines.	✓		A/I/R
Ability to communicate effectively, sympathetically and confidentially at all levels.	✓		A/I/R
Work under the direction and supervision of the head teacher and governors to ensure the effective financial management of the school.	✓		A/I/R
Ability to clearly present a wide range of specialised information to school staff and others	✓		A/I/E

<b>Additional</b>	<b>Essential</b>	<b>Desirable</b>	<b>How identified</b>
Commitment to ongoing personal training and development.	✓		A/I/R
Occasional working outside of the school day in attendance at Governing Body meetings	✓		I
Demonstrate a commitment to the Christian ethos of our school	✓		A/I