



**School Business Manager – 27.5hrs – Grade 8**

<b>Person specification</b>		
<b>Category</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• Previous financial experience</li> <li>• Very good literacy skills</li> <li>• Able to manage and control work to professional and quality standards within budgetary deadlines</li> <li>• Influencing and negotiation skill</li> </ul>	<ul style="list-style-type: none"> <li>• AAT level 3 (and member of AATQB) or appropriate qualification</li> <li>• Significant relevant experience (e.g. schools finance experience)</li> <li>• First Aid training</li> </ul>
<b>Knowledge, skills and experience</b>	<ul style="list-style-type: none"> <li>• Experienced in the use of spreadsheets and word processing software</li> <li>• Able to use financial systems to extract relevant information</li> <li>• Literate and articulate with excellent interpersonal skills</li> <li>• Willing to develop personally and professionally, with evidence of continuous training and development</li> <li>• Clear understanding of customer care and commitment to quality service provision</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of development, management and operation of administrative systems</li> <li>• Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation</li> <li>• Clerking experience</li> </ul>
<b>School ethos</b>	<ul style="list-style-type: none"> <li>• To uphold the Christian ethos of the school</li> </ul>	
<b>Relationships</b>	<ul style="list-style-type: none"> <li>• Work constructively as part of a team, understanding school roles and responsibilities and your own position within these</li> <li>• Ability to relate well to children and adults</li> </ul>	



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