



Eaglesfield Paddle C.E. Primary Academy

Eaglesfield, Cocker mouth

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Headteacher : D F V Watson B Ed (Hons), Dip Ed, Cert Ed

PERSON SPECIFICATION		
POST TITLE: School Business Manager/Chief Finance Officer		
Criteria	Essential	Desirable
Professional Qualifications/ Training	<p><i>This will include:</i></p> <p>Level 2 Qualification in Numeracy/GCSE, C or above for Maths and Literacy/English</p> <p>Certificate in School Business Management/Accountancy Qualification</p> <p>Evidence of continuous professional development and training</p>	<p><i>This may include:</i></p> <p>HVQ4, HDN or Degree</p> <p>Further relevant qualifications e.g. Safeguarding, Prevent training, GDPR training, Fire Marshall</p>
Employment Experience	<p><i>This will include:</i></p> <p>A minimum of three years' experience working in a related role and environment within a school</p> <p>Experience of managing and developing administration, systems and processes</p> <p>Knowledge of relevant policies and an awareness of relevant legislation and regulations</p> <p>Experience in managing the areas of Administration, Finance, Facilities, Risk, Human Resources, and Health & Safety</p> <p>Experience in using relevant school information management systems eg; FMS, SIMS, Scholar Pack</p> <p>Experience of building, leading, managing and monitoring a team of staff</p> <p>Experience of payroll processing including pension administration</p> <p>Experience in maintaining the Single Central Record and safeguarding in relations to recruitment</p> <p>Experience of budget planning, setting and monitoring</p> <p>Experience of preparing tender to provide value for money and an understanding of benchmarking</p> <p>Experience of clerking for the Governing Body</p>	<p><i>This may include:</i></p> <p>Three years' experience working in a related role and environment in an alternative sector</p> <p>Experience as an SBM</p> <p>Experience of playing a key role in leadership and influencing decisions and strategy</p> <p>Experience of developing policies</p> <p>Experience in using relevant systems; FMS, SIMS,</p> <p>Experience of using ParentMail, Parago, CPOMS, etc.</p>

Professional Skills	<p><i>This will include:</i></p> <p>Experience in managing change and introducing new systems and procedures</p> <p>Ability to understand and use ICT and utilise a variety of different software packages and systems</p> <p>Ability to analyse and interpret complex data and present in a suitable format</p> <p>Ability to share skills and knowledge to support colleagues and provide advice</p> <p>Ability to build and maintain successful relationships inside the school and with partner organisations</p> <p>Experience in undertaking performance management</p> <p>Ability to contribute to whole school development</p>	<p><i>This may include:</i></p> <p>Keeping up to date with educational developments</p> <p>Use external awareness to develop practical solutions to meet the needs of the school</p> <p>Experience of project management</p> <p>Experience of tender writing</p> <p>Experience of funding/grant applications</p>
Personal Skills	<p><i>This will include:</i></p> <p>Excellent written and verbal interpersonal communication skills</p> <p>Flexible, proactive and adaptable 'can do' attitude</p> <p>Ability to work under pressure and prioritise effectively</p> <p>Commitment to maintain confidentiality, safeguarding and equality</p> <p>Commitment to all aspects of school life</p> <p>Promote the Christian ethos and values of the school</p> <p>Develop and maintain excellent relationships with colleagues, parents, parents and pupils to "be the best they can be...!"</p>	<p><i>This may include:</i></p> <p>Ability to improve own practice</p> <p>Ability to work collaboratively</p>
<p>SOURCES OF ASSESSMENT:</p> <ul style="list-style-type: none"> • Application form • Performance in task • Performance in Interview • References • Verification of qualifications <p>(original documents are required to be presented at interview)</p>		