|  |  |  |
| --- | --- | --- |
| **Category** | **Essential** | **Desirable** |
| 1. **Qualifications** | * A good standard of education including A levels (or equivalent) * A minimum of 3 years relevant experience | * Certificate of School Business Management or a recognised equivalent qualification. * Degree or recognised accounting or bursarial qualification |
| 1. **Experience** | * Management experience across an administrative team ideally derived from an educational or similar environment * Significant experience in a finance role * Facilities management. * Setting and managing budgets. * Advanced ICT skills, including a good understanding of ICT systems and the ability to develop them. | * Previous experience as an SBM or similar grade * Experience of premises and utilities management |
| 1. **Knowledge and Skills** | The successful candidate will be able to:   * Communicate clearly and effectively, both orally and in writing to a range of people. * Clearly present a wide range of specialised information to both school staff and others, * Demonstrate an ability to lead and manage the work and outcomes of other people as well as working in a team. * Work to tight deadlines and adapt quickly and effectively to changing situations. * Work on own initiative as well as part of a team and judge when to take decisions and when to take advice. | * Offer experience of applying for school grants, fundraising and submitting bids. |
| 1. **Personal Qualities** | * Hard working and enthusiastic; presenting a professional manner at all time. * Have a calm and organised nature * Have the ability to maintain successful working relationships with other colleagues * Have a commitment to equal opportunities and empowering others. * Be capable of handling a demanding workload and successfully prioritising work * Be committed to contributing to the wider school and its community. | * Dedicated to enhancing their professional development and achieving desired qualifications |
| 1. **Safeguarding** | * Sir Francis Drake School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants |  |