

School Business Manager Person Specification



Post Title: Business Manager (Primary)	Directorate/School: St Joseph's Catholic Primary School	Grade: G
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Criteria No	Attributes	Criteria	How Identified	Rank
1.	Experience	Experience in financial management	A/I	Essential
2.		Experience in producing reports and advising senior managers on the findings of projects/reviews	A/I	Essential
3.		Experience of project management, planning, managing and monitoring of work	A/I	Essential
4.		Evidence of success in building and forming working relationships across professional and operational boundaries	A/I	Essential
5.		Experience of working within the Community	A/I	Desirable
6		Experience of line managing staff	A/I	Essential

7.	Education and Training Attainments	Certificate in Business Management or equivalent qualification	A	Desirable
8.		Financial Studies Diploma (Dip FS) – Chartered Institute of Bankers or equivalent	A	Desirable
10.		ECDL or equivalent qualification in ICT	A	Desirable

11.	General and Special Knowledge	An understanding of what makes an outstanding primary school	A/I	Essential
12.		Knowledge of the EMC agenda and provision of Extended Services	A/I	Desirable
13.		Understanding of the various aspects of facilities management	A/I	Desirable
14.		Understanding of current Health and Safety Legislation within a school environment	A/I	Desirable
15.		Knowledge of risk assessment requirements	A/I	Essential
16.		Working knowledge of equal opportunities and diversity to promote anti-discrimination	A/I	Essential
17.		Knowledge/understanding of fundraising	A/I	Desirable

18.	Skills & Attributes	Ability to develop and manage a variety of organisational systems	A/I	Essential
19.		Ability to analyse data and information and use it to monitor and support activities to promote solutions	A/I	Essential
20.		Ability to develop and maintain good relationships with a wide range of people, from parents and pupils to outside agencies	A/I	Essential
21.		Excellent ICT skills	A/I	Essential
22.		Show drive, enthusiasm and commitment in the achievement of business objectives	A/I	Essential

23.	Additional factors	Willingness to work outside of normal office hours on occasions	A/I	Essential
24.		Commitment to undertake further professional development	A/I	Essential
25.		Willing to undertake any travel in connection with the post	A/I	Essential

26.		The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment	A/I	Essential
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*This post requires a DBS check as there may be periods of unsupervised access to children.
An Enhanced DBS, Health Check and satisfactory references would be obtained prior to commencement of employment.*

When filling in the application form, please demonstrate with clear, concise examples how you meet the requirements of the post. You will be assessed in relation to the Essential and Minor criteria. Please bear in mind that you must possess the Essential Criteria on day 1 to be able to do the job. If there are large numbers of applicants for the post then all of the criteria will be used for shortlisting. Under the Disability Discrimination Act, we recognise and welcome our responsibility to remove any barriers in our recruitment and selection process.

We have tried to assess this in our Job Description and Employee Specification, however if you feel that there are barriers, please tell us in the application form. As part of the DDA we are committed to making reasonable adjustments, wherever possible, and it would help us to know your needs in order to do this.