

**LONDON BOROUGH OF LEWISHAM**

**PERSON SPECIFICATION**

**Title: SCHOOL BUSINESS MANAGER Grade: PO1**

**School: St Mary’s Lewisham CE Primary School**

**Reports to: Headteacher**

**EXPERIENCE (Essential Requirements)**

* Several years experience working in a business environment at a management level

**QUALIFICATIONS/TRAINING (Essential Requirements)**

* NVQ Level 4 or Degree or equivalent qualification or experience in relevant discipline
* Excellent numeracy/literacy skills

**KNOWLEDGE/SKILLS (Essential Requirements)**

* Full working knowledge of relevant polices/codes of practice/legislation
* Ability to interpret advice/statute and to devise policy/practice in the light of these
* Ability to manage a multi-disciplinary team effectively
* Ability to relate well to children and adults
* Ability to persuade, motivate, negotiate and influence
* Ability to self-evaluate learning needs and actively seek learning opportunities