



## PERSON SPECIFICATION

### School Business Manager – The Minster School

A Person Specification defines the required qualifications, knowledge, skills and qualities of the staff sought by Minster Trust for Education (MITRE) Trustees in the recruitment and selection process – these are referred to as essential in the table below.

All members of staff employed by the Minster Trust for Education support and promote the school's aims:

1. To create an atmosphere of caring and purpose derived from commitment to moral and religious principles;
2. To engender a lifelong love of learning;
3. To encourage each child to strive for his or her best in intellectual, physical and spiritual growth;
4. To help each child to develop relationships with others which are founded on mutual respect and the pursuit of lasting happiness;
5. To encourage and develop leadership and active citizenship within the school and wider community which fosters a sense of dignity, vocation and purpose for every individual;
6. To develop and maintain excellence in teaching and learning.

*Note: when completing your application form please have regard to how each of the **essential** elements of the person specification will be assessed (refer to evidence key at the end of this document). In particular, please ensure that you provide **written** evidence of how you meet the specification for those noted as **W**.*

### Attributes & Requirements

	<b>Essential</b>	<b>Desirable</b>
<b>Education &amp; Training</b>	<ul style="list-style-type: none"><li>• Minimum of 5 GCSEs including English and maths both at grade C or above (W/D).</li><li>• Minimum of 3 years' experience in a financial or business management environment (W).</li></ul>	<ul style="list-style-type: none"><li>• Educated to degree level or equivalent (W/D).</li><li>• Experience of working in an education environment (W).</li><li>• School business management qualification e.g. DSBM or ADSBM (W/D).</li></ul>
<b>Experience and Skills</b>	<ul style="list-style-type: none"><li>• Experience of leading a team, including relevant HR processes (W/I).</li><li>• Ability to set and maintain high standards (I).</li></ul>	<ul style="list-style-type: none"><li>• Knowledge and experience of school or education finance, HR and education administration (W/I).</li></ul>



	<ul style="list-style-type: none"><li>• Ability to prioritise tasks, manage time effectively and meet deadlines (W,I).</li><li>• Ability to cope effectively with the pressures of a demanding role including short, medium and long term strategic planning (W/I).</li><li>• Proven ability to maintain confidentiality in all aspects of work (I).</li><li>• Experience of managing large budgets (W/I).</li><li>• Ability to provide accurate financial information as required (W/I).</li><li>• Understanding and implementation of health and safety legislation in a school context (W/I).</li><li>• Proven interpersonal and communication skills to deal effectively with staff, pupils, parents, governors and outside agencies (I).</li><li>• Proven ability to work on own initiative and make decisions (W,I).</li></ul>	<ul style="list-style-type: none"><li>• Experience as a member of middle or senior management team (W).</li><li>• Understanding of current GDPR regulation and the responsibility of DPO (W/I).</li></ul>
<b>Other Conditions</b>	<ul style="list-style-type: none"><li>• Able to fulfil all aspects of the Job Description (I)</li><li>• Set a good example of professional standards and abide by the School's Code of Conduct (I).</li><li>• Must satisfy relevant pre-employment checks (D)</li><li>• This post will involve contact with vulnerable groups (Children, young people, and/or adults) and is therefore exempt from the Rehabilitation of Offenders Act 1974 And subject to an Enhanced DBS check (D)</li></ul>	



<b><i>Equal Opportunities &amp; Safeguarding</i></b>	<ul style="list-style-type: none"><li>• Commitment to equal opportunities (I).</li><li>• Commitment to safeguarding students with full adherence to; Child Protection, Safeguarding and staff code and conduct policies (I).</li><li>• Must be able to recognise discrimination and its many forms, and be willing to put equality policies into practice (I).</li></ul>	
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Evidence key: Written Application (W), Documentary evidence (D), Interview/assessment (I)

Note: Where the requirements are 'Essential' and marked as evidenced by your written application (W) – if your written application does not state how you meet the essential criteria, you will not be shortlisted.