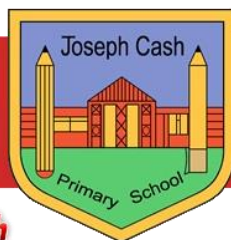


## Pupils at Joseph Cash...

Show Resilience \* Try New Things \* Never Give Up  
Understand Others \* Make Brave Choices



## Staff at Joseph Cash are...

Supportive \* Dedicated \* Positive  
Resilient \* Caring

**Together We Laugh**

**Together We Learn**

### Person Specification

**Job Title:** School Business Manager

**Directorate:** Children, Learning & Young People

**Service:** Schools

**Location:** Joseph Cash Primary School

**Grade:** 8

|                              | <b>Job Requirements</b>  |
|------------------------------|--|
| <b>Knowledge</b>             | <ul style="list-style-type: none"><li>• Understanding and awareness of education issues and developments</li><li>• Understanding and awareness of Teaching Schools and partnership working</li><li>• Knowledge and understanding of school financial principles and controls, budget planning and management procedures and accounting techniques</li><li>• Knowledge and understanding of premises management and contracts legislation</li><li>• Knowledge and understanding of HR principles and procedures, and an awareness of employment law</li><li>• Knowledge and understanding of health and safety legislation and requirements, including risk assessment tools</li><li>• Comprehensive knowledge of administrative systems and working practices</li></ul>  |
| <b>Skills and Abilities:</b> | <ul style="list-style-type: none"><li>• Ability to be a key team member in a range of teams across the school</li><li>• Excellent written and verbal communication skills</li><li>• Ability to plan and prioritise workload to meet conflicting deadlines</li><li>• Ability to analyse and interpret complex information and solve problems</li><li>• Excellent ICT skills and ability to use a range of ICT packages</li><li>• Good negotiation skills in order to negotiate contracts with suppliers</li><li>• Ability to work independently and to act on own initiative</li><li>• Ability to cope well with pressure and keep calm in stressful situations</li><li>• Ability to motivate and manage personnel – including allocation of tasks, delegation and management of support staff</li><li>• Ability to liaise and communicate effectively with pupils, parents, users and other visitors</li></ul> |

|                              |  |
|------------------------------|--|
|                              | <ul style="list-style-type: none"> <li>• Ability to conduct interviews for support staff appointments and associated work related to writing job descriptions, person specifications and advertisements</li> <li>• Ability to evaluate staffing and financial information and make recommendations in relation to policy issues</li> <li>• Ability to maintain absolute confidentiality and integrity</li> <li>• Understanding of promoting positive relationships with the wider community</li> </ul>   |
| <b>Experience:</b>           | <ul style="list-style-type: none"> <li>• Successful educational background at Business manager desirable.</li> <li>• Administrative experience in a management capacity, including responsibility for financial and Human Resources matters</li> <li>• Experience of managing staff</li> <li>• Experience in finance including the development, management and operation of financial management systems</li> <li>• Experience of budget management including account reconciliation and the ability to produce, analyse and evaluate financial reports/information</li> </ul> |
| <b>Educational:</b>          | <ul style="list-style-type: none"> <li>• CSBM Qualification.</li> <li>• DSBM desirable</li> <li>• Excellent numeracy and literacy skills</li> </ul>  |
| <b>Special Requirements:</b> | <ul style="list-style-type: none"> <li>• An enhanced DBS check will be required</li> <li>• Understanding and commitment to the safeguarding of all children and young people</li> <li>• Understanding and commitment to equal opportunities</li> </ul>   |