



Assistant School Business Manager Person Specification

Criteria	Essential
Knowledge	<ul style="list-style-type: none"> • Knowledge of processing payroll. • Knowledge of medical risk assessments • Knowledge of ICT (including Word, Excel, PowerPoint, MS Outlook, Arbor) and the ability to identify and operate appropriate systems. • Knowledge of Single Central Record processes and ability to implement within school. • Knowledge of safer recruitment.
Skills	<ul style="list-style-type: none"> • Advanced verbal, written and presentation skills, including the use of appropriate packages where necessary, and evidence of successful and productive liaison with a variety of audiences including colleagues, subordinates, customers and directors/Governors. • Advanced communication skills in order to advise, guide and negotiate successfully with external organisations, colleagues, Governors, students and their parents, and members of the public. • Excellent numeracy skills in order to undertake financial planning and control. • Evidence of the ability to problem solve. • To work methodically, with accuracy, speed and flexibility, using own initiative.
Abilities	<ul style="list-style-type: none"> • Evidence of the ability to initiate ideas, propose solutions, take ownership, and personally manage areas within administration. • To provide appropriate supervision, guidance and motivation to individuals or groups of staff. • To control own workload to meet agreed deadlines through effective and efficient prioritisation and organisation. • Through team supervision, support staff with prioritisation of tasks through effective delegation and team working.
Experience	<ul style="list-style-type: none"> • Experience of recruitment and selection of staff. • Evidence of successful coaching, motivation of staff teams, monitoring and reviewing performance. • Experience of premises management, awarding and managing of contracts etc. • Working in, and promoting an environment of equal opportunities.
Special Requirements	<ul style="list-style-type: none"> • An awareness of responsibilities for health and safety of themselves and others. • Successful and satisfactory background check received from Disclosure and Barring Service (DBS) after interview and before appointment. • A commitment to safeguarding children.

