

Stivichall Primary School

School Business Manager

Person Specification



Job Requirements		Evidenced through
Qualifications	<ul style="list-style-type: none"> • Certificate of School Business Management or equivalent • Excellent numeracy and literacy skills (verbal and written) • Proficient user of SIMS modules 	Application form
Experience	<ul style="list-style-type: none"> • Administrative experience in a management capacity, including responsibility for financial and Human Resources matters • Experience of leading and working as part of a team • Experience in finance including in the development, management and operation of financial management systems • Experience of budget management including account reconciliation and the ability to produce, analyse and evaluate financial reports/information • Experience of an educational setting • Experience as a line manager • Experience as Data Protection Officer (DPO) 	Application form
Skills and Abilities	<ul style="list-style-type: none"> • Proven experience in finance including in the development, management and operation of financial management systems. • Understanding of GDPR and the role of the DPO in schools. • Participation in work with schools and external agencies • Staff management skills, including leadership, motivation, deployment and management of staff and their workload, including planning, prioritising and delegating. • Ability to formulate ideas and solutions and present them effectively to the Headteacher/ Governing Body and possess high-level decision-making skills. • Excellent written and verbal communication skills • Ability to plan and prioritise workload to set and meet conflicting deadlines • Ability to analyse and interpret complex information and solve problems • Excellent ICT skills in MS Office, internet, email and financial management packages. 	Application Form

	<ul style="list-style-type: none"> • Good negotiation skills in order to negotiate contracts with suppliers • Ability to work independently and act on own initiative. • Ability to cope well with pressure and keep calm in stressful situations. • Ability to maintain absolute confidentiality and integrity • The ability to relate positively to the headteacher, pupils, colleagues, parents, governors and others who contribute to the work of the school • The ability to organise and manage work effectively i.e. being able to prioritise and organise tasks, make decisions, support and delegate when appropriate • Ability to evaluate own development needs and those of others and seek learning opportunities, share knowledge and encourage professional development 	
Knowledge	<ul style="list-style-type: none"> • Knowledge and understanding of personnel management and employment law • Knowledge and understanding of health and safety legislation including risk assessment tools • Knowledge of and proficiency in school financial procedures • Knowledge of budget management and accounting techniques • Knowledge of premises management and contracts legislation • Knowledge of relevant policies, codes of practice and legislation 	Application form Tasks Interview
Special requirements	<ul style="list-style-type: none"> • An enhanced DBS check will be required • Understanding of and commitment to equal opportunities • Understanding of and ability to maintain absolute confidentiality and integrity • Willingness to play a full and active part in the life of the school • Resilience under pressure with a high level of commitment- a desire to go the extra mile • Ability to maintain a professional attitude, presenting a warm, friendly and approachable manner as the face of the school 	Application form Interview Tasks

If you feel you can meet these demanding requirements then we look forward to hearing from you and welcome your application for this post.