



**ST OSBURG'S CATHOLIC PRIMARY SCHOOL**

**Person Specification**

**SCHOOL BUSINESS MANAGER**

**Grade: G6 – Permanent, full time (37 hours), term time only (39 weeks) + 2 additional weeks**

**Salary: Grade 6: £27,041 - £32,910 (pro rata)**

**Directorate: CLYP – Schools**

	<b>Job Requirements</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Level 4 Diploma SBM (formerly CSBM) or equivalent degree level recognised qualification in Finance &amp; Resource Management.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of school financial procedures- experience of FMS &amp; SIMS required</li> <li>• Knowledge of budget management &amp; accounting techniques required</li> <li>• Knowledge of HR practice including Recruitment, dealing with absences, maternity, etc preferred</li> <li>• Knowledge of premises management and contracts legislation preferred</li> <li>• Knowledge of employment law and health &amp; safety legislation including risk assessment tools preferred</li> <li>• Knowledge of Safeguarding practice in schools preferred</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Excellent written &amp; verbal skills</li> <li>• Effective communicator</li> <li>• Proactive and highly organised with the ability to plan &amp; prioritise workload to meet conflicting deadlines</li> <li>• Ability to analyse and interpret complex information and solve problems</li> <li>• Excellent IT skills in MS Office, internet, email and financial management packages</li> <li>• Good negotiation skills in order to negotiate contracts with suppliers</li> <li>• Ability to work independently and act on own initiative</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to cope well with pressure and keep calm in stressful situations</li> <li>• Ability to maintain absolute confidentiality and integrity</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Administrative experience in a management capacity, including responsibility for financial and HR matters, school experience preferred</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 and information</li> </ul>
<b>Special Requirements</b>	<ul style="list-style-type: none"> <li>• St Osburg's Primary School is committed to Safeguarding and promoting the welfare of children. The school expects all staff and volunteers to share this commitment. The successful applicant will undertake an enhanced DBS clearance.</li> <li>• This post is subject to the Rehabilitation of Offenders Act 1974 (&amp; subsequent changes).</li> <li>• Evidence of Right to Work will be required at interview stage.</li> <li>• We confirm our commitment to equality of opportunity in all areas of our work.</li> </ul>