



School Business Manager – Person Specification

Scale 6 (scp 18-22) £25,391 - £27,131 (actual salary)

35 hours per week (term-time only + 5 teacher training days)

Reporting to the Headteacher

| | Essential Criteria | Desirable Criteria |
|-------------------------------------|--|--|
| Experience | <ul style="list-style-type: none"> Significant experience in administrative/finance roles | Experience of working in a school or community environment |
| Skills and Attributes | <ul style="list-style-type: none"> Understanding of school finance and funding Excellent numeracy and literacy skills Effective use of specialist ICT packages Ability to organise, lead and motivate other staff. Ability to plan and develop systems Ability to use own initiative Understanding of data protection and confidentiality | Experience of SIMS Experience of Mercury Finance |
| Personal Qualities | <ul style="list-style-type: none"> Commitment to upholding and promoting the ethos and values of the school Commitment to safeguarding Ability to communicate effectively with all stakeholders and relate well to children and adults Ability to work well under pressure | |
| Education and Qualifications | <ul style="list-style-type: none"> NVQ 4 or Degree or equivalent qualification or equivalent experience in relevant discipline GCSE English and Maths Grade A* - C | Level 4 Diploma for School Business Managers (or willingness to work towards) First Aid qualification |

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children in education. Here at St Joseph's Catholic Primary School we are committed to safeguarding and promoting the welfare of all pupils in our care. As an employer, our school expects all staff and volunteers to share this commitment. All post holders are subject to appropriate vetting procedures as outlined in Part 3 of DfE, KCSiE, this includes a satisfactory Disclosure and Barring Service Enhanced with barred list information check.