

# St Marys Catholic Primary School



## PERSON SPECIFICATION

Job Title: School Business Manager	Frassati Catholic Academy Trust
School: St Marys Catholic Primary School	Grade/Salary Range: RBWM Grade 7 - 8

KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications And Training</b>	Level 4 or Level 5 Diploma in School Business Management, relevant degree or experience	Accounting Qualification
<b>Competence Summary</b> (Knowledge, abilities, skills, experience)	<p>Excellent numeracy and literacy skills</p> <p>Extensive experience in a financial/administrative management role.</p> <p>Extensive experience in the development, management and operation of financial management systems.</p> <p>Extensive experience of budget management and preparation.</p> <p>Experience of the procurement process.</p> <p>In depth knowledge of school financial, personnel and administrative systems associated policies and codes of practice and an understanding of relevant legislation.</p> <p>Extensive knowledge of HR management issues and ability to find solutions and provide advice.</p> <p>Able to manage the schools administrative and financial systems.</p> <p>Extensive experience in managing, leading, organising, deploying and motivating a multidisciplinary staff team or small teams.</p> <p>Able to manage school facilities and contracts.</p> <p>Skills to use and manage ICT systems and resources effectively.</p> <p>Ability to negotiate on behalf of the school (ie contracts, procurement)</p> <p>Ability to relate well to children and adults and demonstrate very good communication skills both verbally and in writing.</p> <p>Ability to manage a variety of competing priorities and meet deadlines.</p> <p>Ability to formulate ideas and solutions and present them effectively to the Headteacher/Governing Body.</p>	<p>Experience of working in a learning environment.</p> <p>Experience using Sage 50, Sage 200 or Sage education.</p> <p>Experience using, BPS, Arbor, Parentmail, Schoolsgrid &amp; SIMS</p>

	<p>Excellent decision making skills.</p> <p>Able to respond flexibly and adapt to changing and challenging circumstances.</p> <p>Able to persuade, negotiate and influence others.</p>	
<b>Work-related Personal Requirements</b>	<p>Ability to maintain strict confidentiality of information received and processed as part of the job role</p> <p>Committed to equality of opportunity</p>	
<b>Other Work Requirements</b>	<p>Suitability to work with children.</p>	