**School Business manager person specification**

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| Attributes | Essential | Desirable |
| Relevant experience | Experience of working in an office environment at senior level.  Experience of using computerised finance systems.  Experience of working in a finance/banking environment.  Experience of Microsoft Office packages to include Word and Excel. Experience of managing administration related to HR and absence and maintaining personnel records.  Experience of supporting a busy team. | Experience of leading a busy office team.  Experience of using SIMS and school finance systems.  Experience of maintaining school single central record.  Experience of handling and balancing cash and working with cashless systems.  Experience of ordering and invoicing procedures.  Work with a school’s governing body to prepare and submit information as requested. |
| Education and training | Good standard of Maths and English (minimum GCSE Grade C or equivalent). Confidence in using IT software and equipment.  Willingness to undertake further training relevant to the post. | Evidence of continuous professional development. |
| Special skills and knowledge | Customer service/care approach to work.  Attention to detail/accuracy.  Good problem-solving skills.  Excellent communication skills (both verbal and written)  Excellent Numeracy Skills  Well- developed organisational, decision making, problem solving, time management and prioritisation skills. | Experience of working in an educational environment.  Experience of the essential skills within a school environment. |
| Personal skills and qualities | Ability to communicate with children, parents and staff at all levels.  Ability to work effectively as part of a team but also to work using your own initiative.  Openness to change and innovation. Willingness to work flexibly and adjust hours accordingly to the needs of the school. | Understanding of the need for confidentiality with relation to relevant school matters. |
| Additional factors | Ability to cope with unexpected situations.  Enthusiasm and commitment for the post.  An interest in working in the education sector.  Flexible approach to work and a willingness to undertake a variety of tasks.  Commitment to continuous professional development and willingness to learn from experience and practice.  Commitment to equal opportunities and safeguarding. | An understanding of the importance of safeguarding within all school roles. |