

ST JOSEPH THE WORKER CATHOLIC PRIMARY SCHOOL

Appointment of Business Manager - Person Specification

GUIDANCE

Listed below are the criteria of the post of Classroom Teacher that are deemed to be either essential or desirable. Evidence will be obtained either from Application Form and letter **(A)** Interview **(I)** Reference **(R)**

<u>AREAS OF ASSESSMENT</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>
Qualifications	Level 2 qualification in Numeracy/Maths and Literacy/English or equivalent qualification	Evidence of training in school business management or Certificate in School Business Management Qualification in finance / personnel or related area
Professional Experience	Experience of managing finances Practical experience of working in an office environment Experience of working with a wide range of stakeholders	Experience of budget preparation, management and monitoring Knowledge and experience of school policies relating to health and safety, behaviour, attendance, equal opportunities and child protection
Knowledge	Evidence of leadership qualities and the ability to manage people successfully Proven ability to identify opportunities for improvements in processes, procedures or services An understanding of safeguarding issues relating to children and other stakeholders Knowledge and awareness of the importance of confidentiality and data protection	An awareness of current legislative issues facing the school and education with regard to finance and business management An appreciation of different levels of accountability within the school, Governing Body, LA and DfE
Skills / attributes	Excellent communication skills, both verbal and written to pupils, parents/guardians, visitors, staff and other outside agencies Able to identify, the needs of the school office, including the extended services within school Excellent organisational skills Ability to prioritise workload and to work to, and to meet, deadlines Ability to work accurately under pressure in a very busy environment Ability to work using own initiative and as part of a team Ability to work in partnership with all staff, teaching and support, governors and parents with resilience and enthusiasm	

	Confident in a wide range of ICT skills including word processing, spread sheets and management information systems	
Personal	<p>Good timekeeping</p> <p>Discreet & confidential whilst remaining professional, tactful & sensitive</p> <p>Warm and approachable manner with good inter-personal skills</p> <p>Flexible attitude to work including;</p> <ul style="list-style-type: none"> • working hours • demands and changes in the role • willingness to be involved in the school <p>Smart professional appearance</p> <p>Total honesty, integrity, and reliability</p> <p>Energy, enthusiasm, adaptability and a good sense of humour</p>	
Training	A willingness to undertake training in response to identified needs	
Other	<p>Commitment to Safeguarding and protecting the welfare of children and young people</p> <p>Commitment to Health and Safety</p> <p>Commitment to Equality and Diversity</p> <p>Commitment to attendance at work</p>	