



# St James' CE Primary School

## Person Specification

### School Business Manager



St. Helens Council

**A = APPLICATION FORM, I = INTERVIEW R = REFERENCE**

	Desirable	Essential	Method of Assessment
<b>QUALIFICATIONS</b>			
Recognised Management/Business qualification/degree or equivalent related professional qualification		X	A/I
School Business Manager specific qualification e.g. DSBM, CSBM, or willingness to work towards	X		A/I
<b>TRAINING</b>			
Evidence of continuing professional development		X	A
Member of National Associate of School Business Management	X		A
<b>EXPERIENCE</b>			
To have worked at least two years in an office environment		X	A
Managing strategic funding plans		X	A/I
Managing change projects		X	A/I/R
Managing teams	x		A/I/R
Managing Human Resources		X	A/I
Managing Health and Safety		X	A/I/R
Managing within an education environment	X		A/I/R
Managing and processing all aspects of procurement, including purchase order and invoicing	X		A/I/R
Managing large budgets, financial reporting, and fixed assets	X		A/I
<b>KNOWLEDGE AND SKILLS</b>			
Able to deliver services and systems applicable for effective school management	X		I/R
Budget management and accountancy procedures		X	A/I
To demonstrate a practical understanding of the use of SIMS Packages, FMS, Personnel and attendance	X		A/I
To be proficient in word processing and the use of Microsoft Word and other word processing packages		X	I
Able to understand national and regional educational services and deliver appropriate strategies	X		A/I
Able to lead teams and individuals		X	A/I/R
Able to strategically influence decision making within the school	X		A/I
Independence of thought necessary to identify and pursue new lines of opportunity for development		X	I/R
Able to use a range of ICT packages		X	A/I

	<b>Desirable</b>	<b>Essential</b>	<b>Method of Assessment</b>
Understand the importance of promoting positive relationships with the wider school community		X	I/R
Experience of working within a school setting	X		A
Experience of site, facilities, project and contract management procedures		X	A/I/R
Marketing and income generating strategies		X	I
<b>PERSONAL QUALITIES</b>			
Willingness to constructively challenge the work of self and others to continually improve own and team performance		X	I/R
Highly developed interpersonal skills with maturity and sensitivity of approach including influencing skills		X	I/R
Ability to work under pressure and meet deadlines, accepting flexibility to attend twilight and evening meetings as required		X	I/R
Ability to manage difficult and routing issues		X	A/I/R
Ability to develop positive working relationships with stakeholders		X	I/R
Preparation of high quality reports		X	A/I/R
<b>OTHER CIRCUMSTANCES</b>			
An ability to fulfil all spoken aspects of the role with confidence through the medium of English		X	I