

**THE GLEBE PRIMARY SCHOOL
SCHOOL BUSINESS MANAGER
PERSON SPECIFICATION**



REQUIREMENT	ESSENTIAL	DESIRABLE
EDUCATION & QUALIFICATIONS	Minimum 5 A – C grade GCSE (or equivalent) including English and Maths	School Business Management Qualification Professional qualifications in Finance/HR or other relevant area Degree Higher degree
EXPERIENCE	3-5 years' experience in a relevant role – i.e Finance / HR / Procurement / Premises etc within a complex organisation Experience of budget planning, monitoring and producing reports Human Resources Management Experience of working within a team, making a strategic contribution to leadership and decision making	Previous experience of working in a school Experience of fundraising Quality management and monitoring performance Experience of monitoring payroll and resolving queries Experience within a multi-discipline role Leadership and Management experience
SKILLS AND KNOWLEDGE	Proven management and strategic planning skills Knowledge of a range of financial and accounting procedures Strong, positive inter-personal skills and sensitive management of personnel Excellent ICT skills (incl MS Office) Able to effectively communicate, both orally and through written reports, for a wide variety of audiences An awareness and understanding of safeguarding within schools Willingness and commitment to undertake further training as required	Knowledge and experience of working with SIMS and FMS Experience of Safer Recruitment and Safeguarding Knowledge of Health and Safety arrangements (in schools) Government initiatives, grants and funding opportunities Understanding of relevant legislation and its impact on schools, including education law, employment law, audit requirements, tender processes

<p>ABILITIES</p>	<p>Ability to take the lead in researching and managing projects and school development including negotiation with external companies/organisations</p> <p>Ability to work using your own initiative and proactively gather knowledge and information that will support school improvement</p> <p>The ability to work as part of a team in a busy office with many interruptions and to remain friendly, calm and tactful at all times.</p> <p>The ability to maintain confidentiality at all times</p> <p>The ability to work under pressure and meet deadlines</p> <p>Ability to use initiative, assimilate and understand complex issues and work in partnership with school leaders, Governors and parents</p>	<p>Proven ability to research and generate successful funding applications</p>
<p>PERSONAL QUALITIES</p>	<p>Efficient, flexible and well organised</p> <p>An excellent team player who is able to inspire positive professional working relationships</p> <p>An obvious enthusiasm and desire to be fully active in supporting and contributing to the life and aims of the school</p> <p>Commitment to continuous professional development</p>	
<p>The school is committed to safeguarding and promoting the welfare of children and all applicants will be subject to safer recruitment procedures.</p>		