##

**PERSON SPECIFICATION**

**SCHOOL BUSINESS MANAGER**

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| Personal attributes required | **Essential (E)****Or****Desirable (D)** | **Method of Assessment** |
| Qualifications/Training* Minimum GCSE or equivalent in English and Mathematics
* Recognised initial qualifications relevant to role, eg finance/ HR/project management/ School Business Management.
* Appropriate training from SIMS in range of applications; SIMS FMS, SIMS.net or experience in other financial systems
* Higher qualifications that could be used within the role
* Certificate in School Business Management
 | **E****E****E****D****D** | Application Forms;Certificate of attainment |
| Experience* Previous experience in a financial role using financial and computer-based management systems.
* Experience of working in an office environment
 | ED | **Application Form/ Interview** |
| Knowledge/Skills/AptitudesKnowledge of* Budget/ Forecasting preparation and monitoring
* Office organisation and management
* Computer based management and financial information systems.
* The Sefton information Management Systems; including FMS and SIMS.net, personnel.
* Ordering goods and passing of invoices, reconciliation of tabulations.
* Sound knowledge of HR regulations
* Duties and role of Clerk to the Governors.

Skills* Operate computer-based management and financial information systems
* Prepare financial statements and explanatory notes
* Word Processing skills. Word/associated software – Excel, Microsoft Publisher or equivalent
* High level oral and written communication – eg able to deliver detailed financial reports to Governing Board
* Communication; effectively orally and in writing to a range of audiences.
* Ability to Market/promote school effectively
* Excellent Organisational skills
* Self management

Aptitudes; Able to* Maintain a tidy/efficient/professional/ office environment.
* Communicate effectively with the Head teacher.
* Raise orders for goods/equipment required and pass invoices for payment after authorisation.
* Communicate efficiently to members of teaching staff, children, parents, governors, St. Philip’s Church and outside agencies.
* Manage the administration associated with Lettings of school premises.
* Enter and maintain statistical information and to provide statistical returns to appropriate authorities.
* Maintain the computer records relating to Personnel including contractual information.
* Reconcile Financial Expenditure. Prepare and outline financial statements for the Head teacher/Governing Body’s Finance Committee.
* Administer/control non-official funds.

Attributes* Energy, vigour, self-confidence, enthusiasm, reliability, commitment, adaptability, integrity, sensitivity, compassionate and a sense of humour.
* Be quick thinking and solution led
* Be empathetic and have a clear understanding of the demands on today's families
 | **E**E**E****E****E****E****E****D****E****E****E****E****E****E****E****E****E****E****E****E****E****E****E****E****E****E****E****E**E | Application Forms; Certificates of Attainment**Application Form/ Interview****Application Form/ Interview** |
| Special Requirements* Be supportive of the Christian Ethos of our school
 | **E** | **Application Form/ Interview** |