## 

**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** |