

Barlows Primary School

School Business Manager Person Specification

Elements required to undertake the job are provided under specific headings. Each element is essential or desirable as indicated by an E or D in the E/D column. The final column indicates how the element will be assessed: A= Application, I= Interview, T =Task, R= Reference

When completing your application form, please ensure you demonstrate through evidence, how you meet the criteria.

| A | Professional Training and Qualifications | Essential | Desirable | Source |
|----|---|-----------|-----------|--------|
| A1 | GCSE or Equivalent in Maths and English | ☑ | | A |
| A2 | Relevant degree and/or other qualifications relevant to the post. | | ☑ | A |
| A3 | Level 4 Diploma for School Business Managers or equivalent. | | ☑ | A |
| A4 | Evidence of continuing professional development and keeping abreast with recent legislation | ☑ | | A |

| B | Experience | Essential | Desirable | Source |
|-----|---|-----------|-----------|--------|
| B1 | Significant experience of working successfully in a school and/or business environment and/or successful senior finance and administrative role | ☑ | | A R |
| B2 | Relevant line management experience. | ☑ | | A I R |
| B3 | Evidence of health and safety/compliance training | | ☑ | A I R |
| B4 | Evidence of GDPR training or willingness to undertake | | ☑ | A I |
| B5 | Experience in school self-evaluation and improvement planning processes. | ☑ | | A I |
| B6 | Relevant recent experience & understanding of HR & staffing matters. | ☑ | | A I |
| B7 | Experience of leading/working as part of an attendance team. | | ☑ | A I |
| B8 | Experience of managing and presenting budgets, strategic financial planning and forecasting as well as managing financial monitoring systems. | ☑ | | A I |
| B9 | Administrative experience including the management and operation of administrative systems, MIS and procedures, including audits. | ☑ | | A I |
| B10 | Experience working effectively with a range of external providers | ☑ | | A I |

| C | Professional Knowledge, Skills and Understanding | Essential | Desirable | Source |
|-----|---|-----------|-----------|--------|
| C1 | Extensive knowledge of complex financial procedures, regulations, business management, HR and terms & conditions of employment for school staff. | ☑ | | A I |
| C2 | A sound knowledge & understanding of financial regulations for schools. | ☑ | | A I R |
| C3 | An understanding of local authority and DfE systems and procedures. | ☑ | | A I |
| C4 | An understanding of procurement, contracts, risk assessment, health and safety and traded services in organisations | ☑ | | A I |
| C5 | An understanding and commitment to equal opportunities. | | ☑ | A I |
| C6 | An awareness of the essential maintenance and statutory requirements in relation to educational premises and premises management. | ☑ | | A I |
| C7 | Working knowledge of Health and Safety legislation and compliance | | ☑ | A I |
| C8 | Knowledge and understanding of how schools are funded. | ☑ | | A I |
| C9 | Sound knowledge of school based software e.g. MIS and finance systems | ☑ | | A I |
| C10 | An understanding of schools' statutory safeguarding responsibilities and the ability to lead on aspects of safeguarding in school, including safer recruitment and the Single Central Record. | | ☑ | A I |
| C11 | Able to meet deadlines and work with both direction and initiative | ☑ | | A I |
| C12 | Strong verbal and written communication skills | ☑ | | A I |
| C13 | Ability to work effectively as part of a multiagency team | ☑ | | A I |
| C14 | Ability to keep and create accurate written records and write reports | ☑ | | A I |

| D | Professional attributes | Essential | Desirable | Source |
|----|--|-----------|-----------|--------|
| D1 | A firm commitment to consistently promote the educational philosophy and values of Barlows Primary School. | ☑ | | A I |
| D2 | Inspire, challenge, motivate, and empower individuals and teams to achieve ambitious outcomes. | ☑ | | A I |
| D3 | Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people. | ☑ | | A I |
| D4 | A firm commitment to inclusion, equality and partnership with children, parents and carers. | ☑ | | A I |
| D5 | Build and maintain quality relationships through interpersonal skills and effective communication. | ☑ | | A I |

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|-----|--|-------------------------------------|--|-------|
| D6 | Demonstrate personal and professional integrity, including modelling values and vision. | <input checked="" type="checkbox"/> | | A I |
| D7 | The ability to effectively manage and resolve conflict. | <input checked="" type="checkbox"/> | | A I |
| D8 | Adheres to and promotes all policies and procedures including those related to the Safeguarding and Equal Opportunities. | <input checked="" type="checkbox"/> | | A I |
| D9 | Think analytically and creatively and demonstrate initiative in solving problems | <input checked="" type="checkbox"/> | | A I |
| D10 | Be aware of their own strengths and areas for development and listen to, and reflect constructively and act upon as appropriate, feedback from others. | <input checked="" type="checkbox"/> | | A I R |
| D11 | Demonstrate appropriate impact and presence. | <input checked="" type="checkbox"/> | | A I |
| D12 | Commitment to maintaining confidentiality at all times | <input checked="" type="checkbox"/> | | A I |
| D13 | Commitment to safeguarding and equality | <input checked="" type="checkbox"/> | | A I |
| D14 | Able to work flexibly to support the overall operation of the setting | <input checked="" type="checkbox"/> | | A I |
| D15 | Commitment to undertake training and supervision as required by management | <input checked="" type="checkbox"/> | | A I |
| D16 | Ability to lead teams and individuals. | <input checked="" type="checkbox"/> | | A I |
| D17 | Ability to take direction and work within agreed frameworks, policies and procedures. | <input checked="" type="checkbox"/> | | A I |

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