

## St Mary of the Angels Person Specification

### School Business manager

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Certificate of School Business Management or equivalent business/administration qualification, or willingness to undertake the qualification.</li> <li>• significant relevant experience</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience in finance/administrative roles.</li> <li>• Managing budgets, financial reporting, forward planning and procurement.</li> <li>• Experience working in a school environment.</li> <li>• Experience of Managing at a Senior Management Team level.</li> <li>• Knowledge of catering requirements in a school</li> <li>• Knowledge of premises management &amp; contract management</li> <li>• Experience of HR procedures.</li> <li>• Managing H&amp;S</li> <li>• Knowledge of child protection procedures and a commitment to safeguarding pupils</li> </ul>
<b>Job Related Knowledge</b>	<ul style="list-style-type: none"> <li>• Proven ability to contribute to management initiatives.</li> <li>• Ability to deliver services and systems applicable for effective school business management.</li> <li>• Ability to lead, manage and motivate others.</li> <li>• Ability to deal with children, parents and outside agencies.</li> <li>• Problem solving skills.</li> <li>• Innovative and prepared to exercise judgment.</li> <li>• Excellent communication skills – both written and verbal.</li> <li>• Understanding of school MIS (Arbor) and CWAC procurement and HR system (Unit 4)</li> <li>• High standard of IT skills including software packages i.e. Microsoft Office,</li> <li>• Ability to plan and organise their own work and manage the workload of others.</li> <li>• Ability to work under pressure and work to deadlines.</li> </ul>
<b>Skills and Aptitudes</b>	<ul style="list-style-type: none"> <li>• Management and leadership skills</li> <li>• Ability to manage the school budget on both a strategic and day to day level</li> <li>• Good problem-solving and negotiating skills</li> <li>• a proactive and forward-looking approach</li> <li>• Broad IT skills</li> <li>• Good level of literacy and communication skills</li> <li>• Attention to detail and accuracy</li> <li>• Good organisational and time management skills</li> <li>• Ability to work as part of a team</li> <li>• Confidentiality</li> <li>• Presentation skills</li> </ul>

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<b>Other Requirements</b>	<ul style="list-style-type: none"><li>• Enhanced DBS</li><li>• To be committed to the school's policies and ethos</li><li>• To be committed to Continual Professional Development</li><li>• Motivation to make decisions to maximise pupil's achievement and ability to develop.</li></ul>
<b>Competencies</b>	<ul style="list-style-type: none"><li>• Numeracy skills</li><li>• Communication</li><li>• Leadership</li><li>• Problem solving</li><li>• Financial planning</li><li>• Project management</li><li>• Team work</li><li>• Flexibility</li><li>• Strategic planning</li></ul>