



St Philip Westbrook C of E Aided Primary School

Business Manager

Person Specification

Job Title:	Business Manager
Hours:	37 hours
Location:	St Philip Westbrook C of E Aided Primary School
Salary:	Grade 7 £23147.00 - £26744.00 Term Time Only (+2 Inset Days)
Reports to:	Head teacher

QUALIFICATIONS	Essential	Desirable
GCSE at level A-C in English and Mathematics (or equivalent)	✓	
NVQ Level 4 (or equivalent professional qualification), or a minimum 5 years of relevant experience in finance or administrative management in a school	✓	
NCSL Diploma in School Business Management		✓
Recognised Health and Safety qualification	✓	
KNOWLEDGE AND EXPERIENCE		
Detailed knowledge of and proficiency in concepts and principles of all aspects of financial procedures	✓	
Experience of budgetary management and control	✓	
Detailed knowledge of Schools Financial Values Standard	✓	
Detailed knowledge of and proficiency in SIMS Information Management Systems		✓
Proven experience of working in the current educational environment		✓
Experience of liaising and achieving positive outcomes with a wide variety of people, public bodies and external agencies and encouraging others to take particular courses of action that they may not be willing to take	✓	
Experience of running an administrative department/section and motivating and leading staff	✓	

Knowledge of policies governing school personnel and an understanding of school management issues and the role of the Governing Body		✓
Understanding of facilities management, Health and Safety legislation and safeguarding processes in school		✓
Knowledge of tendering, procurement, contracts, risk assessment and traded services processes		✓
Successful experience in the submission of bids securing external funding		✓
Able to deliver value for money initiatives	✓	
SKILLS AND ABILITIES		
Exceptional planning and organisational skills with the ability to work to deadlines	✓	
The ability to prioritise and work on own initiative, manage workload effectively, prioritise and delegate to others and respond to unanticipated problems and situations without direct reference to a manager	✓	
The ability to analyse varied information from a number of sources and resolve problems	✓	
Highly conscientious and attentive to detail; works to high standards of timeliness, numerical accuracy and precise language	✓	
Excellent verbal and written communication skills	✓	
Highly developed interpersonal skills	✓	
Excellent ICT skills, including knowledge of MS office – Outlook/Word/Excel	✓	
Able to communicate and work well with a variety of people including school employees, school leadership team, pupils, parents, the outside community and external agencies	✓	
An ability to lead by example and to give and follow clear instructions	✓	
Skills and confidence to coach and mentor staff and tackle underperformance	✓	
Enthusiastic, energetic and self-motivating with the ability to self-evaluate in order to manage, promote and implement change and improvement	✓	
PERSONAL QUALITIES		
Resilient and able to keep calm under pressure	✓	
Strong awareness of professionalism and confidentiality	✓	
Adheres to and encourages in others professional standards of fairness and integrity	✓	
Commitment to equal opportunities	✓	
Committed to safeguarding and promoting the welfare of children and young people	✓	
Enthusiastic and self-motivated	✓	
Highly developed inter personal skills	✓	
Ability to deal sensitively with people and resolve issues	✓	