



Boughton Monchelsea Primary School

Church Hill, Boughton Monchelsea, Maidstone, Kent, ME17 4HP

Telephone number 01622 743596

Headteacher: Mrs Mandy Gibbs

Email: headteacher@boughton-monchelsea.kent.sch.uk

Business Manager – Person Specification

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	Level 3 Diploma (or equivalent) or having or willing to work towards the Certificate of School Business Management (CSBM).
EXPERIENCE	Significant experience in administrative / finance roles, ideally in schools (but not essential).
SKILLS AND ABILITIES	<p>Analytical skills for business and financial management of school resources over the medium term, involving a range of complex issues, situations and problems.</p> <p>Requires skills for the motivation of staff, negotiations with suppliers, advice to the governing body and liaising with external bodies; deals with sensitive issues e.g. contracts, HR.</p> <p>Strong interpersonal and communication skills – written and verbal</p>
KNOWLEDGE	<ul style="list-style-type: none">• Thorough technical knowledge of day to day financial administration processes and protocols• Sound working knowledge of site, personnel and office administration and processes• High level IT skills• Assured manner. High level customer service skills and professional ethos• Good organisation & time management skills ability to manage priorities & meet deadlines whilst remaining methodical and giving attention to detail• Initiative / proactive / 'can do' approach