

## PERSON SPECIFICATION

**POST TITLE:** Business Manager  
**RESPONSIBLE TO:** Executive Headteacher  
**SCALE:** Kent Range 8

Attributes	Essential	Desirable	Evidence
Experience	<ul style="list-style-type: none"> <li>▪ Experience of working in a school office environment</li> <li>▪ Experience of using SIMS/FMS6</li> <li>▪ Financial Experience in a school setting</li> <li>▪ Analytical skills for budget planning and variance analysis</li> <li>▪ Experience of a high-level of customer service, liaising and relationship building with a wide range of individuals and agencies</li> <li>▪ Previous supervisory experience in managing an office team</li> <li>▪ Strong interpersonal and communication skills</li> <li>▪ Experience of HR Administration processes in a school setting</li> <li>▪ Experience in managing school premises; liaising with outside contractors and attaining best value</li> </ul>	<p>Experience of working in a Primary School</p> <p>Certificate in School Business Management</p> <p>Experience of Bid Writing</p> <p>Experience of Marketing and Publicity</p>	<p>Application Letter</p> <p>Interview Reference</p>
Qualifications	<ul style="list-style-type: none"> <li>▪ Good standard of education including GCSEs in core subjects (<i>or equivalent</i>)</li> </ul>		<p>Application Letter</p>
Training & Special Knowledge	<ul style="list-style-type: none"> <li>▪ Excellent IT Skills</li> <li>▪ Knowledge of a range of computer applications – including Word, Excel, Powerpoint and Outlook</li> <li>▪ Understanding and ability to use school budgeting and finance tools</li> <li>▪ Demonstrate good knowledge of school systems and processes</li> <li>▪ Demonstrate an understanding of confidentiality and child protection issues in a school setting</li> </ul>		<p>Letter Reference</p> <p>Interview Task</p>
Practical, intellectual and interpersonal skills	<ul style="list-style-type: none"> <li>▪ Ability to work effectively and supportively as a member of the school team</li> <li>▪ Ability to deal calmly, tactfully and effectively with a range of people</li> <li>▪ Ability to show sensitivity and objectivity in dealing with confidential issues</li> <li>▪ Ability to work on own initiative and prioritise work</li> <li>▪ Ability to work with a high degree of accuracy and attention to detail</li> </ul>	<p>Track record of managing change</p>	<p>Letter Reference</p> <p>Interview Task</p>

	<ul style="list-style-type: none"><li>▪ Ability to take responsibility for organising day to day workload – forward plan, prioritise and meet deadlines</li><li>▪ Problem solving skills</li></ul>		
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