



## Tunbury Primary School

### Person Specification for School Business Manager

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.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	Level 3 Diploma (or equivalent) or having or willing to work towards the Certificate of School Business Management (CSBM).
<b>EXPERIENCE</b>	Significant experience in administrative / finance roles.
<b>PERSONAL QUALITIES</b>	Hard-working, honest, dependable and self-motivated
<b>SKILLS AND ABILITIES</b>	<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>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Thorough technical knowledge of day to day financial administration processes and protocols</li> <li>• Sound working knowledge of site, personnel and office administration and processes</li> <li>• High level IT skills</li> </ul>

	<ul style="list-style-type: none"><li>• Assured manner. High level customer service skills and professional ethos</li><li>• Good organization &amp; time management skills ability to manage priorities &amp; meet deadlines whilst remaining methodical and giving attention to detail</li><li>• Initiative / proactive / 'can do' approach</li></ul>
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