



## **PERIVALE PRIMARY PERSON SPECIFICATION**

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<b>POSITION:</b>	School Business Manager
<b>GRADE:</b>	Scale 14
<b>HOURS:</b>	Full time 35 hours per week/part time no less than 3 days per week (negotiable) - All Year
<b>REPORTING TO:</b>	Headteacher

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### **Education and Experience**

- To have a certificate in School Business Management (CSBM) or a relevant professional qualification in financial management/HR. **(Essential)**
- Experience at Senior Level in Education or in Financial Management with a track record of delivering strategic goals. **(Essential)**
- Knowledge of appropriate financial, monitoring and management information systems. **(Essential)**
- To be educated to degree level or equivalent **(Desirable)**.

### **Knowledge, Skills and Abilities**

- Ability to demonstrate excellent finance and accounting skills.
- Have a knowledge of SIMS FMS6 or similar packages.
- Ability to generate income.
- An understanding of funding systems and DfE guidance.
- Ability to design, create and maintain an accurate and up to date MIS.
- Ability to manipulate and disseminate data effectively to the whole school community.
- Have a knowledge of site maintenance and development and appropriate knowledge of Health and Safety requirements.
- An understanding of risk assessment techniques.
- Ability to represent the school on or off site and an understanding of the importance of the school within the community.
- Ability to demonstrate a working knowledge of HR and Employment Law.
- To have the ability to plan strategically and be an efficient project manager.



- Ability to demonstrate proficient ICT skills
- Ability to use initiative and have well developed incisive analytical and problem-solving skills.
- Ability to monitor and evaluate procedures effectively.
- Ability to manage staff and contractors at all levels.

## **Personal Qualities**

- Excellent communication skills, both written and oral.
- Well organised, flexible, and good interpersonal skills.
- Reliable, honest, trustworthy, and ability to uphold confidentiality
- Ability to resolve conflict with equanimity.
- A confident leader and ability to work as part of a team or independently.
- Hard working and emotionally resilient, ability to work under pressure, ability to prioritise and work with conflicting deadlines
- Understanding and commitment to equal opportunities
- Willingness to participate in further training and CPD