

PRIMROSE HILL PRIMARY SCHOOL

Phoebe Street, Ordsall, Salford, M5 3PJ

Person Specification – School Business Manager	Essential / Desirable	Application Interview Test
Qualifications		
School Business Management qualification(s) CSBM, DSBM, ADSBM	D	A
Specific business discipline experience/qualification (management, finance, HR, administration) or equivalent experience	E	A
Hold current valid Emergency First Aid at Work certificate	D	A
Experience		
Experience of working within a school business team	E	A/I
Experience of using computerised packages for financial administration, with a high level of proficiency in Microsoft excel	E	A/I
Experience of producing clear financial and statistical information	E	A/I
Experience of budget monitoring, preparing statements for budget holders and analysing data for errors and discrepancies	E	A/I
Experience of supervising staff including duties such as giving instructions, checking quality of work, recruitment and performance management	D	A/I
Experience of undertaking a range of administration/clerical tasks	E	A/I
Experience of team-working to work effectively with others and meet deadlines and goals	E	A/I
Experience in contract management	E	A/I
Understanding of GDPR law	E	a/I
Professional Skills and Abilities		
Excellent communication skills delivering professional, polite, courteous and efficient customer service, and to give information and advice to range of audiences on financial matters	E	A/I
Analytical skills to interpret information to solve problems and make recommendations for action	E	A/I
Organisational skills to work under pressure to complete tasks to potentially conflicting deadlines, which can involve re-prioritising own work (and that of the team if necessary)	E	A/I
Ability to be methodical and thorough to ensure work is accurate	E	A/I
Initiative to respond to unexpected problems, using recognised policies and procedures as a guide	E	A/I
Knowledge		
Knowledge of relevant financial best practice and legal requirements appropriate to the role	E	A/I
Understanding of the financial framework, regulations and procedures that an academy is required to operate in	D	A/I

Tel: 0161 921 2400 Fax: 0161 921 2415

Email: primrose.hill@salford.gov.uk Web: www.primrosehillprimary.co.uk



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Understanding of why safeguarding is important when working with children and young people	E	A/I
Values		
Commitment to the mission, vision, values and ethos of the school	E	A/I

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