

Job title	Grade	School	Location
School Business Manager	3B SCP 25-28	The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.	Light Oaks Infant School

Note to manager

In completing this form you are setting the expected standard for the person you need for this job on this occasion. Once completed, it will help to create your shortlist of candidates and to devise the questions you ask at interview. Please describe the criterion in ways that are both accurate and capable of being tested. Above all, the requirements must be job related and non-discriminatory. The job description, person specification and advertisement must be consistent. Each of the criteria must be identified under the **Essential** or **Desirable** headings. Whilst all criterions are important, those marked **Essential** must be met before an interview can be offered. (See Section 6 of the Recruitment and Selection Code of Practice for more information on producing a person specification)

Note to applicants

Whilst all criterions below are important, those under the **Essential** heading are the key requirements. You should pay particular attention to these areas and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

(*See grid overleaf)

Essential criteria	Necessary requirements – skills, knowledge, experience etc.	* M.O.A.
1.	Has up to date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people.	A and I
2.	Displays commitment to the protection and safeguarding of children and young people	A and I
3.	To possess GCSE English and Mathematics at Grade A*- C or Level 9-4, or an alternative Level 2 qualification in Literacy and Numeracy.	A and C
4.	To possess a Level 4 qualification in a relevant discipline e.g. • Business and Administration • Diploma in Business Skills (AAT) • Diploma in Human Resource Management (CIPD) • Diploma in School Business Management (NCSL)	A and C
5.	Experience of a range of financial responsibilities including managing budgets, accounting for cash and preparing accounts	A and I
6.	Experience of development, management and operation of administrative systems, including taking accurate minutes.	A and I
7.	Experience of line management of staff.	A and I
8.	Ability to use a school information management such as SIMS	A and I

Essential criteria	Necessary requirements – skills, knowledge, experience etc.	* M.O.A.
9.	Fully competent in the use of ICT packages, e . g . Microsoft Word, Access, Excel, Outlook	A, C and I
10.	Excellent communication skills and ability to deliver effective customer service.	A and I
11.	Knowledge of data protection and understanding of the importance of maintaining confidential information.	A and I
12.	Full working knowledge of relevant policies/codes of practice and legislation in one or more of the following areas: - Finance, Personnel, Estate Management, Health & Safety or Building Control.	A and I
13.	Skills for whole school planning, budget planning, development of administrative & financial procedures, involves complex issues, situations and problems which do not always have prescribed solutions.	A and I
14.	Familiarity with HR processes, including recruitment and staff management	A and I
15.	Experience of and ability to work as part of team, understanding schools roles and responsibilities and your own position within these.	A and I
16.	Experience of and ability to organise, lead and manage a multi -disciplinary team effectively.	A and I
17.	Ability to promote a positive ethos and be an effective role model.	A and I
18.	Highly organised and able to prioritise tasks, handle conflicting priorities and meet deadlines within a busy environment.	A and I
19.	Experience of and ability to persuade, motivate, negotiate and influence.	A and I
20.	Flexible in approach and able to meet the changing demands of the role for work normally carried out in an office environment	A and I

Desirable criteria	Necessary requirements – skills, knowledge, experience etc.	* M.O.A.
1.	Experience in working in a primary school setting is desirable	A
2.	Experience of evaluating and developing administrative systems to create more efficient practises	A and I
3.	Ability to attend meetings out of school hours.	A
4.	Willingness to participate in relevant training and development opportunities.	A and I
5.	The ability to converse at ease with customers and service users and provide advice in accurate spoken English.	A and I
6.	First Aid Certificate.	C

Completed by	Date	Approved by	Date
L Thelwell			

Method of assessment (* M.O.A.)

A = Application form, **C** = Certificate, **E** = Exercise, **I** = Interview, **P** = Presentation, **T** = Test, **AC** = Assessment centre