



**Person Specification**  
**School Business Manager**



	<b>Essential Skills</b>	<b>Desirable Skills</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Higher Level education to include English and Maths (or the equivalent) or significant experience in a similar role</li> <li>Willingness to undertake training to achieve a finance/accounting qualification</li> </ul>	<ul style="list-style-type: none"> <li>Achieved a Certificate of School Business Management or Finance qualification</li> </ul>
<b>Finance</b>	<ul style="list-style-type: none"> <li>Financially astute with strong budgetary skills</li> <li>Able to maintain good financial practices</li> <li>Able to prepare a budget plan with profiled salaries and costs</li> <li>Able to prepare and present financial data and to evaluate, clarify and explain to a variety of stakeholders</li> <li>Able to maintain and make appropriate use of a computerised accounting system</li> <li>High level of numeracy and ability to work with accuracy</li> </ul>	<ul style="list-style-type: none"> <li>Prior experience of Business Management in an educational setting</li> <li>Experience of using a Finance/Accounting system</li> <li>Knowledge of Education funding and expenditure</li> <li>Good negotiation skills in order to negotiate contracts and solutions to problems</li> <li>Secure additional funding and income grants through sector knowledge and successful applications</li> </ul>
<b>Personnel</b>	<ul style="list-style-type: none"> <li>Able to clarify and explain employment issues</li> <li>Applied knowledge of Human Resources Management</li> <li>Able to establish and maintain good personnel practice</li> <li>Able to manage and direct the work of other team members</li> </ul>	<ul style="list-style-type: none"> <li>Experience of using a HR Information System, including payroll, absence management, staff contract changes</li> </ul>
<b>Premises</b>	<ul style="list-style-type: none"> <li>Experience of facilities management</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of Health &amp; Safety in relation to a school environment</li> </ul>
<b>ICT</b>	<ul style="list-style-type: none"> <li>Able to use Microsoft Office applications</li> <li>Advanced computer literacy skills, especially in accounting methods and Excel spreadsheets</li> <li>Aptitude for working with IT systems (school server, door access, CCTV, alarm system)</li> </ul>	<ul style="list-style-type: none"> <li>Experience of IT in a school environment</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>Excellent verbal and written communication skills</li> <li>Excellent organisational and team working skills</li> <li>High level of personal integrity</li> <li>Ability to work on own initiative</li> <li>Able to work under pressure and prioritise tasks</li> <li>Ability to maintain a positive and professional demeanour</li> <li>Good strategic planning and problem-solving skills</li> <li>Good negotiation skills in order to negotiate contracts and solutions to problems</li> <li>Able to demonstrate a passion for children's learning and support for the Christian ethos of our school</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a school environment</li> </ul>

Headteacher: Simon Hateley

St Wilfrids CE Primary School, Eastern Road, Haywards Heath, West Sussex, RH16 3NL

e-mail: [office@stwilfrids-hh.school](mailto:office@stwilfrids-hh.school) Website: <https://www.stwilfrids-hh.school>