



## PERSON SPECIFICATION – SCHOOL BUSINESS MANAGER

<u>SKILLS/ATTRIBUTES</u>	<u>ESSENTIAL OR DESIRABLE</u>	<u>EVALUATION METHOD</u>
<p><b><u>Work Experience</u></b></p> <ul style="list-style-type: none"> <li>• Experience of accounting systems and financial record keeping</li> <li>• Experience of school administration</li> <li>• Familiarity with the SIMs and FMS systems</li> <li>• Experience of HR and facilities management</li> </ul>	<p>Essential</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p>	<p>Application Form/Interview/Exercise</p>
<p><b><u>Skills/Abilities</u></b></p> <ul style="list-style-type: none"> <li>• Demonstrate good organizational and time management skills</li> <li>• Have excellent communication and interpersonal skills</li> <li>• Ability to work both independently and as part of a team</li> <li>• Proficient in ICT and able to carry out a wide range of administrative duties using Microsoft Word / Excel and other school related software.</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Application Form/Interview/Exercise</p>
<p><b><u>Education and Training</u></b></p> <ul style="list-style-type: none"> <li>• Excellent level of literacy and numeracy. GCSE or above – Math and English</li> <li>• Accounting Qualifications</li> </ul>	<p>Essential</p> <p>Desirable</p>	<p>Application Form</p>
<p><b><u>Personal Qualities</u></b></p> <ul style="list-style-type: none"> <li>• Ability to communicate effectively with people at all levels</li> <li>• Confidentiality</li> <li>• Flexibility</li> <li>• A calm, methodical approach to work with the ability to prioritize workload and work to tight deadlines</li> <li>• Ability to work on own initiative</li> <li>• Lead others</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Application Form/Interview</p>