**PERSON SPECIFICATION**

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| **CRITERIA** | **REQUIREMENTS (Essential unless noted as “desirable”)** |
| **QUALIFICATIONS** | * Maths and English (GCSE or higher)
* SBM qualification or equivalent experience
* LA financial management training
* First Aid training (desirable)
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| **EXPERIENCE** | * Previous experience as an SBM (or equivalent job title), with responsibility for resources and people management
* Effective at working collaboratively within a school and beyond (LA, Parish, Diocese, local cluster of schools etc), to ensure good practice in school management
* Involvement in school self-evaluation and school improvement planning for Ofsted and SIAMs inspections (desirable)
* Strong financial management, to include audit experience, management of contracts (cleaning, catering, maintenance), tenders, school condition allocation, grant research and holding third parties accountable for the spending of school funds
* IT systems (email), SIMs, School Comms (or equivalent), accounting systems, website management
* HR experience with absence management, performance management, starters and leavers admin, liaising with LA HR
* Dealing with children, and assisting with welfare issues (e.g. medication, appointments etc) – first aid
* People management, holding team members accountable for their professional conduct and performance of their roles
* School trip and event management (end-to-end, compliant with regulations)
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| **SKILLS and KNOWLEDGE** | * An understanding of the importance of an efficient School Office as the backbone of a successful school
* Holistic approach to the marketing in order to appropriately promote the school
* Experienced in modelling entrepreneurial and innovative approaches to school improvement and leadership (desirable)
* A sound knowledge of LA practices in education, and the drive to keep up to date with developments in education, seeking training and continuing professional development to ensure professional advancement for both the SBM and the wider team.
* Research and investigatory skills, matched with a healthy curiosity and effective problem-solving
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| **PERSONAL QUALITIES** | * An individual who is committed to safeguarding, equality and inclusion, and motivated to get the best outcomes for all pupils
* Someone who maintains high standards of ethics, behaviour, professional conduct and confidentiality and, is able to act in sympathy with our Christian ethos, at all times
* A team player who is willing to be flexible and support colleagues
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| **COMMUNICATION SKILLS** | * An Ambassador for the school and its foundations as a faith school in all communications and behaviours
* Adept at building positive and respectful relationships across a school community, and experienced in working to enhance Staff and public trust in school leadership
* An effective, diplomatic and compassionate communicator (verbal and in writing)
* Social media experience – identifying the schools “voice” (desirable)
* Impeccable status-giving skills, able to manage communications with the SLT, Children, Staff, Parents and Governors, ensuring ambiguity is at a minimum, and escalating quickly where necessary
* Able to communicate and implement ideas appropriately, and inspire others to do likewise
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