HOLY GHOST CATHOLIC PRIMARY SCHOOL

Person specification: School Business Manager

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| **Person Specification** |
| Job Title: School Business Manager  |

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| **Outline of Key Responsibilities** |
| You are asked to focus upon demonstrating the extent to which you meet each of the selection criteria when writing your personal statement which you will find on the last page of the application form. Please see the candidate guidance notes for further details. Candidates who are shortlisted for interview will also be required to demonstrate their ability to meet the criteria outlined on this Person Specification during the selection process, with the exception of their qualifications. These will be evidenced from the application form and your production of any original relevant certificates at interview. |

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| **Qualifications** | Essential/Desirable |
| 1. | Educated to GCSE level grade C or equivalent in English and Maths |  |
| 2. | Good numeracy and literacy skills (equivalent to NVQ level 2) |  |
| **Knowledge & Understanding****Able to evidence how they have applied knowledge of recent and relevant legislation and the impact that had:** |  |
| 3. | Sympathy to Catholic ethos |  |
| 4. | Relevant legislation and guidance in relation to working with, safeguarding and the protection of children and young people |  |
| 5. | Basic knowledge of first aid; be prepared to undertake training |  |
| **Skills** |  |
| 6. | Excellent interpersonal skills and the ability to relate to people with understanding, humour and tact; to communicate effectively with a wide range of potential audiences and to listen and understand the point of view and opinions of others including pupils; ability to relate well to children and to adults |  |
| 7. | The ability to influence, acknowledge differences and resolve conflict |  |
| 8. | The ability to manage the administration the School’s finance and HR procedures |  |
| 9. | The ability to manage complex correspondence, including the administration of payroll and personnel |  |
| 10. | The ability to manage Budget monitoring and reporting, and maintain accurate and efficient accounts |  |
|  | The ability to maintain efficient filing systems |  |
| 11. | Effective Microsoft Word, Excel, SIMS and other appropriate software; use basic technology – (computer, video, photocopier) |  |
| 12. | Quick thinking (using common sense). Can prioritise and multi-task |  |
| **Experience** |  |
| 13. | Working within a school setting desirable |  |
| **Personal Attributes** |  |
| 14. | Be committed to and be able to actively demonstrate understanding of the duties and responsibilities of safeguarding and promoting the welfare of children including Safeguarding and Child Protection requirements. Have a good understanding of the nature and scope of the school’s equal opportunities policy and how it is implemented. Demonstrate the ability to uphold public trust and confidence and maintain appropriate positive professional boundaries in relationships with both children and adults at all times |  |
| 15. | To be fully aware of and understand the duties and responsibilities arising from the Children’s Act 2004 and “Working Together” in relation to child protection and safeguarding children and young people as this applies to the worker’s role within the organisation. |  |
| 16. | To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker’s role. |  |
| 17. | To ensure that the worker’s line manager and school’s designated officer for child protection are made aware and kept fully informed of any concerns, which the worker may have in relation to safeguarding and/or child protection. |  |
| 18. | Willingness to participate in development and training opportunities |  |
| 19. | Able to work constructively as part of a team, understanding school roles and responsibilities and your own position within these |  |
| 20. | Initiative; self-managing; self-motivated – ability to work at a fast pace |  |
| 21. | Able to adhere to rules of strict confidentiality  |  |
| 22. | Successful Enhanced DBS status |  |