



## All Saints' Church of England (Aided) Primary School

### Person Specification

ESSENTIAL	DESIRABLE	EVIDENCE
<b>Qualifications and experience</b>		
<ul style="list-style-type: none"> <li>Recognised management/business degree or profession qualification/s and or significant experience field</li> <li>Evidence of finance, business, or administrative management experience to support the day-to-day operation of an establish/company with financial constraints.</li> <li>Evidence of being an effective member of an establishment/company's leadership team.</li> <li>Experience of managing strategic financial plans and influencing decision making.</li> <li>Experience of managing budgets, generating income/sponsorship opportunities, procurement, and fixed assets.</li> <li>Experience of managing an establishment /company's human resource's function.</li> <li>Experience of managing change and implementing new systems/procedures/controls.</li> <li>Evidence of effective leadership and line-management of staff including a team.</li> </ul>	<ul style="list-style-type: none"> <li>Recognised accounting qualifications</li> <li>School business manager specific qualification, that is Fellow of NASBM, DSBM or CSBM.</li> <li>Experience of managing within a school or similar establishment.</li> <li>To have experience and understanding of the working of a governing body.</li> <li>Experience and knowledge of premises management, maintenance and repair including the ability to establish priorities.</li> <li>Member of National Association of School Business Management.</li> </ul>	<ul style="list-style-type: none"> <li>Application form.</li> <li>Letter of Application</li> <li>References</li> <li>Interviews</li> <li>Certificate/s (to be available at interview)</li> </ul>
<b>Knowledge and skills</b>		
<ul style="list-style-type: none"> <li>Ability to build and form good relationships with students, colleagues, and other professionals.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge and understanding of Schools' Financial Value Standard.</li> </ul>	<ul style="list-style-type: none"> <li>Application form.</li> <li>Letter of Application</li> <li>References</li> </ul>

<ul style="list-style-type: none"> <li>• Able to lead, develop and motivate a team of staff, delegating duties as required.</li> <li>• Ability to work constructively as part of a team, understanding school roles and responsibilities including own.</li> <li>• Excellent verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students, and other professionals.</li> <li>• Ability to proficiently use office computer and finance software including word-processing, spreadsheet, database/s and internet systems.</li> <li>• Ability and knowledge to produce budgetary estimates, reports, cash flow and financial and statistical summaries, ideally combined with operational experience.</li> <li>• Good working knowledge of principles and methods of financial control and reporting, and their adaption to various purposes, including the preparation of financial accounts.</li> <li>• Good working knowledge and understanding of value for money initiatives.</li> <li>• Working knowledge of law with regards to health and safety legislation, contracts, Freedom of information, copyright and data protection.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of educational enterprise issues.</li> <li>• Awareness of principles and practice in relation to building services, for example protection of personnel and buildings from fire, energy management and conservation.</li> </ul>	<ul style="list-style-type: none"> <li>• Interviews</li> </ul>
<b>Personal qualities</b>		
<ul style="list-style-type: none"> <li>• Excellent interpersonal and influencing skills with ability to maintain strict confidentiality.</li> <li>• A diplomatic and patient approach.</li> <li>• Initiative and ability to prioritise one's own work and</li> </ul>		<ul style="list-style-type: none"> <li>• Reference</li> <li>• Interviews</li> </ul>

<p>that of other to meet deadlines when under pressure.</p> <ul style="list-style-type: none"> <li>• Able to constructively challenge self and others to continually improve own and team performance.</li> <li>• Able to work flexibly, adopt a @hands on@ approach, and respond to unplanned situations.</li> <li>• Ability to evaluate own development needs and those of others and to address them.</li> <li>• A willingness to seek specialist advice and awareness of where to seek it.</li> <li>• Able to attend evening meetings if required.</li> <li>• Efficient and meticulous in organisation.</li> <li>• Commitment to highest standards of child protections and safeguarding.</li> <li>• Recognition of the importance of personal responsibility for health and safety.</li> <li>• Commitment to the schools's ethos , aims and its whole community.</li> </ul>		
--	--	--