



Person Specification

Post: School Business Manager (Primary)

Criteria	Essential	Desirable
Qualifications & Training	GCSEs (or equivalent) in English and Maths; relevant professional development in finance, business or administration	CSBM / DSBM or equivalent; management or finance qualification
Experience	Financial administration including budget monitoring; business/administrative management role; staff management; handling confidential information	School or education setting; supporting governors/SLT; premises or H&S management
Skills & Knowledge	Financial management; organisation; communication; ICT systems; understanding of safeguarding, confidentiality and data protection	Local authority/public sector knowledge; SIMS or equivalent; employment legislation
Personal Qualities	Professional, discreet, able to work independently and collaboratively; calm under pressure	Flexible and adaptable
Safeguarding & Ethos	Commitment to safeguarding; willingness to undertake enhanced DBS; support Catholic ethos	—
Other Requirements	Ability to attend meetings outside normal hours; eligibility to work in the UK	—