

Personnel Specification

Job title:		School Business Manager – Level 5
Establishment or team:		St Michael & All Angels Kirkby Liverpool
	Essential Criteria	Desirable Criteria.
Qualifications	4 GCSEs or equivalent Grade A – C or equivalent, to include Maths and English Attainment of level 3 qualifications or equivalent (eg: A Levels, AVCE) Administration Qualification – NVQ level 4 /Degree of equivalent level of qualification Certificate or Diploma in School Business Management	
Professional Experience	Minimum of 4 years practical experience of working in a school office environment Experience of working with different stakeholders – SLT and Governors Excellent computer skills including knowledge of word and excel programmes Experience of Financial Management and SIMS procedures. Experience of budget setting and management, cash management and procurement Experience of the operations of administrative and HR / payroll procedures	Knowledge and experience of school policies relating to health and safety, behaviour, attendance, equal opportunities, child protection, HR
Leadership	Support and demonstrate commitment to the Christian vision for the further development and improvement of the school. Prioritise, plan, organise, direct and co-ordinate the work of others Deal sensitively with people and resolve conflict	Support the Headteacher, SLT and Governors in the management of change and improvement in pursuit of strategic objectives. Ability to devolve responsibilities, delegate tasks and monitor practice to ensure that they are carried out.
Knowledge	A knowledge and experience of using SIMS modules Knowledge of school administration practices and procedures An understanding of safeguarding issues relating to children and other stakeholders Knowledge and awareness of the importance of confidentiality and data protection An understanding of the ethos of a school Knowledge of finance and budget management	Knowledge of relevant legislation (Equal Opportunities, Health and Safety, Data Protection, GDPR) Knowledge of managing and leading a team

	Shows a personal commitment to safeguarding and promoting the welfare of the pupils in the school. Can demonstrate an ability to contribute towards a safe environment	
Skills / attributes	Ability to undertake a range of office administration, accurately and efficiently including data entry skills Excellent communication skills, both verbal and written to pupils, parents/guardians, visitors, staff and other outside agencies Excellent organisational skills Ability to develop, maintain efficient record keeping/ management information systems, provide accurate records and reports Ability to prioritise workload and to work to, and to meet, deadlines Ability to problem solve Ability to work accurately under pressure in a very busy environment Ability to work using own initiative and as part of a team Ability to lead staff and manage staff effectively with enthusiasm Ability to negotiate best value Ability to manage projects from inception to completion	First Aid Certificate Ability to handle cash for banking, petty cash and administer school accounts
Personal	Good timekeeping Excellent health and attendance record Discreet & confidential whilst remaining professional, tactful & sensitive Warm and approachable manner with good inter-personal skills Sets high standards and expectations for self Flexibility attitude to work including; • working hours, • demands and changes in the role • willingness to be involved in the school Smart professional appearance Show honesty, integrity, loyalty and reliability	

	Energy, enthusiasm, adaptability and a good sense of humour	
Training	Evidence of recent and relevant training Willing to undertake training in school-based computer systems as necessary	
Other	Commitment to Safeguarding and protecting the welfare of children and young people Commitment to Health and Safety Commitment to Equality and Diversity	