

**ST ANDREW'S CE (VA) INFANT & JUNIOR SCHOOLS**  
**Person Specification – Federation School Business Manager**  
**Scale SCP 30 - 33**

Criteria	Essential (E) Desirable (D)	Method of Assessment
<b>Qualifications</b>		
5 GCSE's at Grade A to C (or equivalent) including English and Maths	E	A
School Business Management qualification (CSBM, DSBM) or equivalent	E	A
Degree level qualification or equivalent in related subject or equivalent eg accountancy	D	A
Evidence of relevant ongoing professional development activities undertaken within the last 3 years	D	A
<b>Experience</b>		
Proven track record in developing and maintaining financial systems and procedures (including tracking budget performance)	E	A/I/R
Experience in analysing data and preparing reports for senior management	E	A/I/R
Experience of working in a customer orientated environment dealing with a range of partners/ stakeholders	E	A/I/R
Experience of developing, implementing and maintaining new systems, processes and procedures	E	A/I/R
Experience of negotiating and managing contracts	E	A/I/R
Experience of using ICT effectively in the workplace	E	A/I/R
Experience of managing premises and maintenance issues	E	A/I/R
Experience of managing teams, including conducting appraisals	E	A/I/R
Experience in a School Business Manager role	E	A/I/R
Experience of procurement including grant/bid writing and fund raising activities	D	A/I/R
Experience of website management	D	A/I/R
<b>Knowledge and skills</b>		
Excellent interpersonal skills and the ability to develop and maintain effective professional relationships	E	A/I/R
Highly developed oral, written, organisational and problem solving skills	E	A/I/O
A solid knowledge of legal requirements around finance, HR, health and safety, and premises issues	E	A/I/O
Knowledge of GDPR and school management information systems (ideally Bromcom)	E	A/I/R
High attention to detail and accuracy	E	A/I/R
<b>Initiative/ Circumstances</b>		
Good time management and ability to prioritise deadlines	E	A/I/R
Proven effectiveness in decision-making	E	A/I/R

Criteria	Essential (E) Desirable (D)	Method of Assessment Application (A) Interview (I) References (R) Observation (O)
Ability to work flexibly	E	A/I/R
Acts with integrity, honest, loyalty and fairness to safeguard the assets, financial probity and reputation of the school	E	A/I/R
Professional attitude and a commitment to ongoing personal development	E	A/I/R
Good understanding of safeguarding issues in the school sector	E	A/I/R
A willingness to support the Christian ethos of the schools and the school's equality objectives	E	A/I/R

(E) – essential criteria (candidates must demonstrate that they have the ability to fulfil these aspects of the job description on day 1 of the post and without any additional training

(D) – desirable criteria (the candidate must demonstrate the ability to be able to fulfil the desirable criteria of the post, with training and support)

All candidates will be short listed against the essential criteria. Only those candidates whose written application fulfils the requirements of the essential criteria will be shortlisted for interview. If a large number of candidates meet all the essential criteria, the panel will then consider the desirable criteria within the job specification.