

## **St Matthews Catholic Primary School**

## **School Business Manager Person Specification**

CRITERIA	QUALITIES	DESIRABLE OR ESSENTIAL
Qualifications and training	Relevant qualification long standing experience - ideally in business management or a related discipline, time served/experience in school in school admin and finance  CSBM or DSBM  A school business management qualification e.g. level 4 diploma in school business management  Evidence of health and safety/compliance training/ Evidence of any school governance training	> E > D > D > D
Experience	Successful senior finance and administrative role School, or in a relevant field outside education Involvement in school self-evaluation and improvement planning Line management experience Contributing to staff development Working with children or young people Involvement and understanding of working with Human Resources Leading on data protection in work place	> E > D > E > D > E > D > E > D > E > D > E > D

Skills and knowledge	Knowledge of financial management	> E > E
	Extensive knowledge of complex financial procedures, regulations and	
	business management (including HR)	<b>≻</b> E
	Detailed knowledge and experience in financial procedures, computer literacy, payroll and accountancy	> D
		<b>≻</b> D
	Excellent attention to detail	> E
	Previous use of SIM /FSIM	
	Effective communication and	▶ D
	interpersonal skills	<b>≻</b> E
	Ability to communicate a vision and inspire others	<b>≻</b> E
	Ability to build effective working relationships with staff and other stakeholders	≻ E
	Understanding of data protection and confidentiality	
	Ability to lead on aspects of Safeguarding in school, including safe recruitment and new staff induction	
Personal qualities	Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils	≻ E
	Commitment to acting with integrity, honesty, loyalty and fairness to safeguard	<b>≻</b> E
	the assets, financial probity and reputation of the school	<b>≻</b> E
	Ability to work under pressure and prioritise effectively	<b>≻</b> E
	Commitment to maintaining confidentiality at all times	<b>≻</b> E
	Commitment to safeguarding and equality	<b>≻</b> E
	Embraces change well	
	Deals with difficult situations effectively	
	Ability to come up with solutions and ideas	