



St Matthews Catholic Primary School

School Business Manager Person Specification

CRITERIA	QUALITIES	DESIRABLE OR ESSENTIAL
Qualifications and training	<ul style="list-style-type: none"> ➤ 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 	<ul style="list-style-type: none"> ➤ E ➤ D ➤ D ➤ D
Experience	<ul style="list-style-type: none"> ➤ 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 workplace 	<ul style="list-style-type: none"> ➤ E ➤ D ➤ E ➤ D ➤ E ➤ E ➤ D ➤ D
Skills and knowledge	<ul style="list-style-type: none"> ➤ Knowledge of financial management ➤ Extensive knowledge of complex financial procedures, regulations and business management (including HR) ➤ Detailed knowledge and experience in financial procedures, computer literacy, payroll and accountancy ➤ Excellent attention to detail ➤ Previous use of SIM /FSIM ➤ Effective communication and interpersonal skills ➤ Ability to communicate a vision and inspire others ➤ Ability to build effective working relationships with staff and other stakeholders ➤ Understanding of data protection and confidentiality ➤ Ability to lead on aspects of Safeguarding in school, including safe recruitment and new staff induction 	<ul style="list-style-type: none"> ➤ E ➤ E ➤ E ➤ D ➤ D ➤ E ➤ D ➤ E ➤ E ➤ E

