**GRINDON INFANT SCHOOL**

**Person Specification for the post of**

**School Business and Office Manager**

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| **Minimum Essential Requirement** | **Method of Assessment** |
| **Skills/Knowledge** |
| Must have extensive experience of using, maintaining and developing financial and administrative systems with at least 2 years’ experience in an educational setting. | Application |
| Ability to maintain a positive and professional demeanour. | Application |
| Excellent oral, written and communication skills for a variety of audiences. | Application/Interview |
| Ability to show initiative and work independently as required. | Application/Interview |
| Good planning and organisational skills and the ability to work effectively and efficiently under pressure and ensure to ensure deadlines are met. | Application/Interview |
| Ability to work alongside the site supervisor to promote Health and Safety and the development of the Asset Management Plan. | Application |
| Demonstrate an understanding of issues relating to confidentiality. | Application |
| Demonstrate a knowledge of attendance regulations. | Application |
| An ability to work as part of an enthusiastic team. | Application |
| **Experience and Qualifications** |
| CSBM or DSBM | Application |
| GCSE or the equivalent in English and mathematics. | Application |
| Competent in the use of the SAP and SIMS systems and a working knowledge of the school financial and budget setting procedures. | Application |
| Have the ability to manage and report on the school budget. | Application/Interview |
| Have experience of working within the guidelines of SFVS. | Application |
| Experience of working towards the requirements and standards expected in Internal Audit. | Application |
| Experience of working with external agencies and other educational settings. | Application |
| High level of IT skills including word processing, spreadsheets and database systems. | Application |
| **Work Related Circumstances** |
| Ability to build and sustain effective working relationships with parents, staff, agencies and other stakeholders. | Application |
| Experience of overseeing and managing the work of others. | Application |
| Willingness to attend further professional development. | Application |
| Commitment to equal opportunities. | Application |
| Understanding of Safeguarding procedures | Application |
| **Fully Supportive References** |