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| **Attributes** | **Essential** | **Desirable** | **Source** |
| **Qualifications**  **and Training** | * Very good Maths and English skills to GCSE (A-C) standard * Computer Literate * Excellent written and oral communication skills   • Knowledge of SIMS | • CSBM  • Use of Microsoft Word, PowerPoint and Excel   * Knowledge of Orovia or a similar system | * Application form * Certificates |
| **Experience** | * Thorough understanding of how to communicate effectively with parents, children and visitors, staff and governors * Thorough understanding of relevant financial processes and systems in a school * Understanding how to effectively monitor budgets and data to answer queries * To have a good professional working manner at all times * To understand data protection policies and excellent safeguarding practices * Understanding of all relevant policies and experience of policy compliance. | • An understanding of working practice in a school environment   * Experience of using PS Financials or other relevant financial package | * Application form * Reference * Interview * Task |
| **Professional Development** | * Attendance at relevant courses, conferences. * A commitment to furthering own professional development |  | * Application form * Reference * Interview |
| **Skills** | Ability to:   * Communicate effectively with parents, staff and visitors to the school * Create a safe and welcoming environment * Establish and maintain effective professional relationships within school * To have empathy and awareness of the needs of children parents and staff * To build and maintain effective relationships with all pupils, parents and colleagues * To be a good role model and promote a positive ethos. * Effectively manages the workload of themselves to ensure that team objectives are achieved in a timely manner * Is positive when faced with change and actively looks for more efficient ways of working * Demonstrates an ability to use their own judgement in dealing with small problems in order to decide on the appropriate course of action * To work in an organised way and manage time effectively * To be supportive of the Catholic ethos of the school * Achieve results within the Academy working with the leadership team. * Ensure effective use of all resources. | * Experience in the use of a systematic tracking system and the interpretation of data | * Application form * Reference * Interview |
| **Knowledge & Understanding** | * Clear knowledge of role of a School Business Manager * A clear understanding of the key principles of effective management of finance and strong administration skills * A good understanding of current funding issues and experience of cash handling, receipting and recording. Knowledge of the Education Funding Handbook. * Knowledge of how to set, monitor, manage, record and report a school budget on both an operational and strategic level. * Experience of data inputting systems including the census return, Edubase. * Experience of payroll and HR data and the ability to check and verify pay and staff data and import it into the system. * Understand and manage risk | * Knowledge of PS Financials and Orovia | * Application form * Reference * Interview |
| **Personal Qualities** | * Caring attitude towards staff, pupils and parents * Ability to demonstrate enthusiasm and sensitivity whilst working with others * High expectations of self and others * Flexible and willing to be involved in the extended life of the school and the wider community * Willingness to embrace the Catholic nature of the school | * Evidence of being able to build and sustain effective working relationships | * Application form * Reference * Interview |