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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
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| **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
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| **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
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| **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
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| **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
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