Green Lane

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Headteacher: Mr R Goffee

**Person Specification – School Business Manager Grade 10**

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|  | **Essential** | **Desirable** | **Method of Assessment** |
| **Qualification** | * GSCE education to include English Language and Maths (or equivalent) * Record of Continuing Professional Development * Recognised degree qualification (or equivalent) in Business administration or other relevant subject | * Willingness to achieve the National College of School Leadership Certificate of School Business Management or Diploma of School Business Manager | Application form  Selection Process  Pre-employment checks |
| **Experience** | * Managing strategic financial plans * Managing budgets, financial reporting, procurement and fixed assets * Financial analysis and reporting * Managing and leading teams * Working effectively with internal and external partners | * Working in a strategic role in public or educational sector * Project management * Managing at a senior level * Experience of leading performance management of staff * Managing H&S | Application form  Selection Process  Pre-employment checks |
| **Skills / Knowledge** | * Financial management and accounting procedures * Schools Financial Value Standard (SFVS) * Information management systems * HR policies / codes of practice / legislation * H&S policies / codes of practice / legislation * Resource management and procurement * Premises maintenance * Personnel procedures and employment legislation * An awareness and understanding of safeguarding responsibilities of all adults who work with children | * School financial management and accounting * Understanding of using SIMS and FMS | Application form  Selection Process  Pre-employment checks |
| **Personal Qualities** | * Higher level IT skills * Analytical skills * Ability to use initiative, prioritise, meet deadlines * Excellent interpersonal skills * Effective communicator and presenter – orally and in writing * Ability to lead and also to work as part of a team * Ability to maintain a positive and professional demeanour |  |  |
| **Other qualities** | * Demonstrate a commitment to the school’s Christian vision, aims and ethos, its community and the school improvement agenda |  | Application form  Selection Process  Pre-employment checks |

*In addition to candidates’ ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:*

* *motivation to work with children and young people;*
* *ability to form and maintain appropriate relationships and personal boundaries with children and young people;*
* *emotional resilience in working with challenging behaviours; and*
* *attitudes to use of authority and maintaining discipline.*

Any relevant issues arising from references will be taken up at interview.

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.