



Dunston Hill Community Primary School

Person specification for the post of School Business Manager

	Essential	Desirable	How Identified
Qualifications and Training	<ol style="list-style-type: none"> 1. Certificate /Diploma of School Business Management or equivalent. 2. Clean Driving Licence. 	<ol style="list-style-type: none"> 3. Further professional development. 	<ol style="list-style-type: none"> 1.-2. Qualification check. 1.-3. Application form/letter.
Experience	<ol style="list-style-type: none"> 1. Significant experience of financial software and school budget management. 2. Experience of working in a school/education environment. 		<ol style="list-style-type: none"> 1.-3. Application form/letter. 1.-3. References. 1.-3. Interview.
Skills, Knowledge and Aptitudes	<ol style="list-style-type: none"> 1. Ability to think strategically. 2. Ability to manage people and support colleagues. 3. Good knowledge of financial regulations. 4. Competent in the use of ICT. 5. Communicates well orally and in writing at all levels. 6. Able to plan, organise and prioritise. 	<ol style="list-style-type: none"> 7. Knowledge of Health and Safety / Risk Assessment / Safeguarding procedures. 8. Knowledge/experience working with software packages (SIM's, EVOLVE, Agresso, website maintenance, social media) 	<ol style="list-style-type: none"> 1.-8. Application form/letter. 1.-8. References. 1.-8. Interview.
Disposition	<ol style="list-style-type: none"> 1. Willingness to learn. 2. Ability to initiate developments. 3. Ability to work under pressure and be flexible. 4. Good timekeeping and attendance record. 5. Embraces change well. 6. Deals with difficult situations effectively. 7. Ability to develop positive working relationships throughout school and with all external partners. 8. Empathy with the school ethos. 		<ol style="list-style-type: none"> 1.-8. Application form/letter. 1.-8. References. 1.-8. Interview. 4. Medical clearance.