

## Byker Primary School Person Specification – (School Business Manager)

### Part A: Application Stage

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

#### Essential

1	Professional qualification in accountancy or business management, or equivalent experience.
2	Experience of managing budgets.
3	Ability to present financial information in a logical and systematic manner and to interpret figures with skill and understanding.
4	Experience of working alongside Senior Management in decision making processes.
5	Experience of managing a team.
6	Good written communication skills.
7	Knowledge of Data Protection requirements and understanding of confidentiality.
8	IT Literate, capable of using MS Word / Excel and office packages
9	Ability to plan, implement and deliver capital projects
10	Experience of School Management Information Systems

#### Desirable

11	Recent experience of working within education
12	Knowledge of Health and safety regulations
13	Experience in the management of buildings, grounds and facilities of an institution
14	Experience of managing human resources
15	Knowledge of generating income in an education setting

### Part B: Assessment Stage

Items (insert any relevant numbers e.g. 1, 3 and 8) of the application stage criteria and the criteria below will be further explored at the assessment stage:

#### Essential

1	Able to relate well to stakeholders
2	Ability to work well with a team and organise their own work
3	Ability to assist in the development of school plans and policies
4	Ability to work under pressure to tight deadlines
5	Persuasive, professional and confident in a range of different environments
6	Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including: <ul style="list-style-type: none"> <li>▪ motivation to work with children and young people</li> <li>▪ ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>▪ emotional resilience in working with challenging behaviours</li> <li>▪ attitude to use of authority and maintaining discipline.</li> </ul>

7	No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.

### **Desirable**

8	Understanding of current educational issues
---	---

The following methods of assessment may be used:

<b>Method</b>		<b>Method</b>	
Interview	Yes	Presentation	Yes
Case Study	Yes		

### **Part C: Additional Requirements**

The following criteria must be judged as satisfactory when pre-employment checks are completed:

1	Enhanced Certificate of Disclosure from the Disclosure and Barring Service
2	Additional criminal record checks if applicant has lived outside the UK
3	Children's Barred List Check
3	Medical clearance
4	Two references from current and previous employers (or education establishment if applicant not in employment)