



**SCHOOL BUSINESS MANAGER
PERSONAL SPECIFICATION**

ROLE	ESSENTIAL SKILLS	DESIRABLE SKILLS	EVIDENCE OF SKILLS		
			Application letter	Interview	Reference
To satisfy all aspects of Safer Recruitment procedures.	<ul style="list-style-type: none"> Enhanced DBS clearance. Suitable person to work in school environment. Trustworthy and honest. 	<ul style="list-style-type: none"> Understanding of Safeguarding and Statutory Welfare requirements within the Early Years Foundation Stage. Understanding of the Single Central record and how to complete checks and balances. 			
Professional conduct and cooperation with a wide range of clients and colleagues.	<ul style="list-style-type: none"> Excellent communication skills in person, online and telephone. Flexibility in working practice able to prioritise tasks and manage workload effectively. 	<ul style="list-style-type: none"> Experience in Office / Reception work or school office environment. Able to deal with queries, concerns and messages effectively. 			
Responsible for management and completion of all school financial transactions.	<ul style="list-style-type: none"> Financial management experience. Experience of sourcing and procurement, billing, invoicing, and operation of online invoicing system. Able to train and become familiar with financial management systems SAP and SIMS. 	<ul style="list-style-type: none"> Professional qualification in financial management including / or School Business Management qualification. Experience / familiarity of SIMS and SAP schools financial Management systems. 			
To complete a range of office administration tasks.	<ul style="list-style-type: none"> Familiarity of Microsoft Office programmes. Able to take minutes, type reports, produce and present summary documents in meetings. Excellent record keeping, organisation, filing and systematic working procedures to ensure deadline are met. 	<ul style="list-style-type: none"> Training in ICT skills and operating Microsoft programmes, word documents, excel documents, publisher etc. Experience of office skills, understanding of GDPR Regulations, Retention Policies and disposal of confidential documents. 			
To be responsible for general personnel matters	<ul style="list-style-type: none"> Deal efficiently with staffing matters, including booking training, recruitment checks etc. 	<ul style="list-style-type: none"> Experience in DBS document checking, maintaining single Central Record Document. 			
To work with the Headteacher and caretaker to co-ordinate efficient operation of the school.	<ul style="list-style-type: none"> Understanding of Health and Safety and building management issues relating to the school, through the care of the people, building and resources. 	<ul style="list-style-type: none"> Health and Safety Training including Fire Safety, Risk Assessment, Legionella and Asbestos Awareness. Willing to train in the above areas. 			

Please refer to the specification above when completing your letter of application; your referees will also receive a copy of this document.