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**Thornhill Primary School**

**School Business Manager 1 - Person Specification**

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|  | **Criteria** | **Essential/ Desirable** | **Key** |
| **Education and Qualifications** | * NVQ level 4 or equivalent in a related subject * English and Maths GCSE (Grade 4-9) * Certificate of School Business Management (CSBM) * Evidence of continuous professional development | E  E  D  E | AF/C  AF/C  AF/C  AF |
| **Work Experience** | * Significant experience in administrative / finance roles * Experience of working in the education and/or local government sector * Experience of SIMS/FMS * Experience of dealing with a wide range of people in a diplomatic and professional manner * Experience of financial management * Experience of managing staff | E  D  D  E  D  E | AF  AF  AF  AF/I  AF/I  AF/I |
| **Knowledge and Skills** | * Knowledge of FMS and SIMS * Effective IT skills including e-mails, word and excel * Effective written and verbal communication skills * Ability to analyse and interpret information * Excellent organisational skills including the ability to plan and priories workload * An ability to seek out, manage and influence opportunities for continuous change * An understanding of the key issues facing schools * Ability to show sensitivity and objectivity in dealing with confidential issues * Ability to work independently | D  E  E  E  E  E  E  E  E | AF  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I |
| **Other Requirements** | * To be able to deal with queries from staff, governors, pupils and parents * To be able to deal with frequent interruptions * To be able to work effectively as part of a team * Ability to work on own initiative * Enthusiastic, confident and self-motivated * Suitability to work within the education environment | E  E  E  E  E  E | AF/I  AF/I  AF/I  AF/I  AF/I  D |

**Key:**

**AF** Application form

**C**  Certificates

**I** Interview

**D** Disclosure