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Description automatically generated**Tanfield Lea Community Primary School – School Business Manager Post**

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| **Factors** | **Essential** | **Desirable** | **Assessment Method** |
| **Application** | * Completed Durham County Council application form * In section B of the application form, a well-structured supporting statement indicating why you are interested in the post; how you meet the person specification for the job and within this include practical examples of successes. This should be no longer than two pages, typed on the form in Calibri Font Size 12. * Fully supported in reference * Please do not send in covering letters or additional information as these will not be considered as part of the application | * A knowledge of Tanfield Lea Community Primary School | Application Form |
| **Qualifications** | * GCSE in English and Maths Grade C or above (or equivalent) * Relevant Business Qualification (e.g. Diploma of School Business Management, Business Degree, HNC/HND) * Evidence of Continuing Professional Development | * School Business Manager specific qualification or a willingness to achieve this. | Application Form  Interview  References |
| **Experience** | * Experience working in an office environment at senior level. * Evidence of ability to work effectively with internal and external partners. * Managing strategic financial plans. * Managing budgets, financial analysis & reporting including fixed assets. * Managing and leading individuals and teams. * Managing change projects including liaising with contractors. * Managing the administration of Human Resources including Attendance Management. * Managing Health & Safety. | * Managing within an educational environment. * Use of SIMS and FMS. | Application Form  Interview  References |
| **Knowledge and Skills** | * Able to deliver services and systems applicable for effective school management. * Ability to write and update policies relevant across the school including Health and Safety. * Able to deliver value for money initiatives * Ability to manage the maintenance of the premises and related resources. * Ability to analyse and present data * Knowledge of personnel procedures and employment legislation. * Able to use a range of IT packages. * Ability to relate well to adults and children * Ability to motivate and negotiate * Have knowledge of safeguarding responsibilities within education * Ability to minute meetings. | * Understanding of promoting positive relationships with the wider school community. * Knowledge of SFVS (School Financial Value Standard) | Application Form  Interview  References |
| **Personal Qualities** | * Highly developed interpersonal skills * Build, support and work with high performing teams * Effective communicator – orally and in writing * Support and demonstrate commitment to the vision for the school * Able to cope with change in a positive way * Support the Head Teacher in the management of change and improvement * Ability to prioritise, plan, organise, direct and co-ordinate the work of others * Ability to use own initiative, work under pressure and meet deadlines. * Seek advice and support when necessary * Deal sensitively with people and resolve conflicts. * Demonstrate the highest levels of discretion and confidentiality at all times * Hardworking and able to work outside of normal working hours should the need arise. |  | Application Form  Interview  References |