**Person Specification / Selection Criteria**

**School Business Manager**

1. **Experience**

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| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Source**  A= Application  I=Interview  R=References  T= Task/Observation  P=Presentation |
| Previous experience of implementing and using a range of software packages for financial/office administration e.g. Word and Excel | E |  | A,I,R,T |
| Experience of using SMS | E |  | A,I,T |
| Experience of using computerised financial/management systems | E |  | A,I,R |

1. **Training and Qualifications**

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| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Source**  A= Application  I=Interview  R=References  T= Task/Observation  P=Presentation |
| Diploma/Certificate in financial Management | E |  | A,I,R |
| Minimum of five A-C GCSE’s including maths and English | E |  | A,I |
| NVQ Level 4 in Finance or Business Administration | E |  | A,I |
| A professional qualification in accountancy |  | D | A,I |

1. **Knowledge and Understanding**

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post

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| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Source**  A= Application  I=Interview  R=References  T= Task/Observation  P=Presentation |
| Knowledge of a range of complex office procedures | E |  | A,I |
| Knowledge of developing and maintaining administrative and financial procedures | E |  | A,I |
| Knowledge of managing and/or monitoring budgets | E |  | A,I |
| Understanding of a range of administrative and/or financial processes | E |  | A,I |
| Knowledge of school related office procedures |  | D | A,I |

1. **Personal Skills, Abilities and Competencies**

Applicants should be able to provide evidence that they have the necessary skills and abilities required

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|  | **Essential** | **Desirable** | **Source**  A= Application  I=Interview  R=References  T= Task/Observation  P=Presentation |
| Ability to deliver polite, courteous and efficient customer service | E |  | I |
| Able to work accurately and pay attention to detail | E |  | A,I |
| Good literacy and numeracy skills | E |  | A,I,R |
| Very good communication skills to deal with a range of people | E |  | A,I,R |
| Ability to use initiative to respond to and resolve a range of problems | E |  | A,I |
| To work occasionally out of hours work to support school functions | E |  | I |
| To take responsibility for self -development and undertake training as required | E |  | I |