

# Great Barford Church of England Primary Academy

*'Growing together through learning, friendship and worship'*



## PERSON SPECIFICATION

**JOB TITLE:** School Business Manager

**HOURS:** Full time term time only + 2 additional weeks

**PAY GRADE:** Grade 9/10, points 24-3 depending on experience

Attributes	Essential	Preferred
<b>Education/Qualifications</b>	<ul style="list-style-type: none"> <li>Educated to A level standard or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>Degree or other relevant qualification related to accountancy, business management or related discipline.</li> <li>ILM level 4 Diploma in School Business Management</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Excellent communication skills</li> <li>Recent successful management experience in school or relevant field outside of education</li> <li>Line management experience</li> <li>Contributing to staff development</li> <li>Experience of budget planning and monitoring</li> <li>Experience of managing external contracts</li> <li>Human Resources experience</li> <li>Experience of using financial planning software</li> </ul>	<ul style="list-style-type: none"> <li>Experience of leadership/management within the school environment</li> <li>Involvement in school self-evaluation and improvement planning</li> <li>Experience of using PS financials</li> </ul>
<b>Skills/Knowledge/Aptitude</b>	<ul style="list-style-type: none"> <li>Must demonstrate the ability to speak fluent English at a level appropriate to be able to</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of SIMS</li> </ul>

Great Barford Church of England Primary Academy  
Silver Street, Great Barford Beds, MK44 3HZ Tel: 01234 870342 E-mail:admin@gbpa.org.uk

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	<p>carry out the duties of the post.</p> <ul style="list-style-type: none"> <li>• Understanding of issues relating to facilities management and administration within a large organisation</li> <li>• Ability to solve complex and varied problems</li> <li>• Ability to assimilate large volume of information</li> <li>• Ability to identify priorities quickly and accurately</li> <li>• Excellent interpersonal skills; tact and diplomacy</li> <li>• Excellent organisational skills</li> <li>• Excellent communication skills, spoken and written</li> <li>• Ability to lead and motivate a large group of staff delivering a range of functions.</li> <li>• High level of IT skills with experience of MS Office and finance programs</li> <li>• Ability to build effective relationships working with staff and other stakeholders.</li> <li>• Effective interpersonal and communication skills</li> <li>• Excellent attention to detail</li> </ul>	
<b>Motivation</b>	<ul style="list-style-type: none"> <li>• Ability to work with autonomy within set boundaries</li> <li>• Commitment to own professional development</li> </ul>	
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Commitment to promoting the ethos and values of the school and getting the best outcomes for the children.</li> <li>• Commitment to acting with integrity, honesty, loyalty and fairness to safeguard</li> </ul>	

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	<p>the assets, financial probity and reputation of the school.</p> <ul style="list-style-type: none"> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality</li> <li>• Embraces change well</li> </ul>	
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