

Gosforth Central Middle School

Person Specification – School Business and Data Manager

Part A: Application Stage

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

1	Evidence of good written and spoken English
2	Certificate of School Business Management
3	Ability to prioritise and work to deadlines
4	Ability to use a computer to access information/data and produce correspondence, reports, flow charts, tables, diagrams, etc. (please evidence systems used)
5	Experience of using management information systems such as SIMS or Arbor for holding/ analysing school assessment data such as FFT.
6	Understanding of confidentiality and the ability to handle sensitive information
7	Developed understanding of school financial systems
8	Front desk/reception services experience
9	An ability to respond to enquiries both in person and over the telephone
10	Ability to work as part of team
11	Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including: <ul style="list-style-type: none">• Motivation to work with children and young people• Ability to form and maintain appropriate relationships and personal boundaries with children and young people• Emotional resilience in working with challenging behaviours• Attitude to use of authority and maintaining discipline
12	Experience of leading a team

Desirable

13	Communication with a large variety of stakeholders
14	Successful bids for sponsorship funding
15	Appropriate first aid training.

Part B: Additional Requirements

The following criteria must be judged as satisfactory when pre-employment checks are completed:

1	Enhanced Certificate of Disclosure from the Criminal Records Bureau
2	Additional criminal record checks if applicant has lived outside the UK
3	List 99 and/or POCA List (residential establishments only) check
4	Medical clearance
5	Two references from current and previous employers (or education establishment if applicant not in employment)