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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
 | EEDE | AF/CAF/CAF/CAF |
| **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
 | EDDEDE | AFAFAFAF/IAF/IAF/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
 | DEEEEEEEE | AFAF/IAF/IAF/IAF/IAF/IAF/IAF/IAF/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
 | EEEEEE | AF/IAF/IAF/IAF/IAF/ID |

**Key:**

**AF** Application form

**C**  Certificates

**I** Interview

**D** Disclosure