



Redbourn Primary School

School Business Manager - Person Specification

| Requirement | Essential | Desirable |
|---|---|--|
| Qualifications/ Training: | <ul style="list-style-type: none"> • Educated to A level standard (or equivalent). • Good pass in Maths and English GCSE. • Willingness to undertake training as required. | <ul style="list-style-type: none"> • Diploma of School Business Management or an accountancy qualification equivalent to Level 5 or above. |
| Experience/ Knowledge: | <ul style="list-style-type: none"> • Experience of working in a leadership and management role, including leading and managing teams and resources. • Setting and managing budgets. • Writing and presenting financial reports. • Development of administrative and financial procedures. | <ul style="list-style-type: none"> • Previous school office experience. • Experience of HR and premises management. • Contract management and procurement. • Understanding of CFR framework. |
| Skills: | <ul style="list-style-type: none"> • Excellent numeracy and literacy skills. • Expert knowledge of financial management. • Competent IT skills including Microsoft Excel and Word. • Excellent attention to detail and able to keep accurate records. • Strong communication skills – both written and oral. • Confident to liaise with and build effective working relationships with stakeholders including governors, staff, parents, children and contractors. | <ul style="list-style-type: none"> • Experience of Arbor Finance. • Understanding of Data Protection and confidentiality. • Able to use a variety of online resources and websites. • Understanding of health and safety legislation. • Awareness of asbestos management. • Networking skills. |
| Values/ Personal Attributes: | <ul style="list-style-type: none"> • Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets and reputation of the school. • Well organised and efficient. • Works well under pressure. • Deals with difficult situations effectively. • Ability to work to deadlines. • Analytical thinking and problem solving. • Reliable and flexible. • Able to act on own initiative. • Maintain confidentiality at all times. • Commitment to the safeguarding of children. | |