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Hook CE Primary School

Person Specification – School Business Manager

Permanent

Part Time

Hours of Work: 22.5 Hrs per week term time + 12 days

	Essential	Desirable	How Measured During Recruitment and Selection Progress
Experience	<ul style="list-style-type: none"> • Several years' experience of working within school administration • Working within finance and personnel function • Managerial experience 	<ul style="list-style-type: none"> • School managerial experience • Working within an Academy • Interviewing staff • Site management experience • Health and safety procedures 	<ul style="list-style-type: none"> • Application form • Interview • References
Qualifications	<ul style="list-style-type: none"> • General education to A Level or equivalent • Willingness to undertake relevant professional qualification 	<ul style="list-style-type: none"> • A degree or equivalent professional qualification, e.g. Association of Accounting Technicians (AAT) or Certificate of School Business Management (CSBM) 	<ul style="list-style-type: none"> • Application form • Qualification • Certificates
Knowledge & Understanding	<ul style="list-style-type: none"> • Personnel management procedures • Accountancy procedures • Budget management 	<ul style="list-style-type: none"> • Awareness of personnel terms and conditions of employment legislation • Site management • Health & safety legislation 	<ul style="list-style-type: none"> • Application form • Interview
Skills	<ul style="list-style-type: none"> • Excellent administrative skills • Excellent communication and interpersonal skills • Computer literate • Good spreadsheet skills • Good use of English 	<ul style="list-style-type: none"> • Experience of school software packages e.g. iTrent, Arbor, Here for Schools • Accountancy skills including use of accountancy software e.g. Hoge 100, IMP • Experience of full suite of MS Office including SharePoint • Touch typing 	<ul style="list-style-type: none"> • Application form • Interview • References

Personal Qualities	<ul style="list-style-type: none"> • Ability to work under pressure, prioritise workload and work to deadlines • Excellent organisational/time management skills • Able to work on own initiative and as part of a team • Confidentiality and discretion • Pay attention to detail • Able to be flexible in an everchanging environment 		<ul style="list-style-type: none"> • Application form • Interview • References

Edukos Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The suitability of all prospective employees will be assessed during the recruitment process in line with this commitment.