

**School Business Manger  
Davyhulme Primary School  
Person Specification**

	<b>Attribute</b>	<b>Essential / Desirable</b>
<b>Education / Qualification</b>	NVQ level 3 in Financial Management / Certificate in School Business Management qualification or equivalent	Essential
	5 GCSEs at A*-C (4-8) or equivalent including English and Mathematics	Essential
	NVQ level 4 in Financial Management or equivalent or Diploma in School Business Management qualification	Desirable
	Willingness to work towards higher/further qualifications	Desirable
<b>Experience</b>	Previous recent experience of working in financial management - (budgeting, accounting, auditing, financial reporting, book-keeping)	Essential
	Experience of cash handling	Essential
	Experience of working on own initiative and working in a team environment	Essential
	Ability to cope with conflicting demands, deadlines and interruptions	Essential
	Experience of line management and leadership of others	Essential
	Experience of budget planning and monitoring	Essential
	Experience of efficient and effective administration practices	Essential
	Experience of working in a primary school environment	Desirable
	Experience of school-based software packages – SIMS, Parentpay, Evolve, and Inventory	Desirable
	Knowledge and understanding of the School Financial Value Standards	Desirable
	Knowledge of Health and Safety legislation	Desirable
	Knowledge of GDPR requirements	Desirable
	<b>Skills / Knowledge</b>	Competent in using relevant software packages (eg Microsoft Office products including Word, Excel, Outlook)
Excellent organisational and time-management skills, and ability to work with autonomy within set boundaries		Essential
Ability to work under pressure and prioritise work quickly		Essential
Good inter-personal skills and emotional intelligence		Essential
Develop and maintain good relationships and communicate effectively with a wide range of people, including pupils, parents and outside agencies and colleagues		Essential
Experience of computerised systems for financial records FMS/Access Budget software		Desirable
Competent in accountancy procedures and financial management		Essential
Ability to produce clear financial reports and present them to others such as Headteacher, Governors, Audit		Essential
Ability to think strategically		Essential
Ability to prioritise workload to meet deadlines		Essential
Ability to maintain financial systems and records		Essential
Ability to present information in a logical, clear and concise format and to communicate this effectively to stakeholders, both verbally and in writing		Essential
Commitment to high professional standards		Essential
Ability to relate well to children and adults		Essential
Work constructively as part of a team in a busy office environment and work collaboratively with a range of colleagues		Essential
Recognise and understand the need for confidentiality		Essential

	High standards of personal integrity, reliability, tact and self-confidence.	Essential
	Willingness to be flexible	Essential
	Excellent attendance and punctuality	Essential
	Experience of project management	Desirable
	Experience of negotiating, managing and monitoring contracts or SLAs.	Desirable
	Experience of delivering value for money and best value initiatives	Desirable
	Ability to interpret information and devise and implement policy and practices	Desirable
	Ability to use own initiative and to work independently to identify issues, problem solve and implement solutions.	Desirable
<b>Other</b>	Commitment to the overall aims and targets of the school	Essential
	Commitment to act with integrity, honesty, loyalty and fairness, always within limits of professional competence to safeguard the assets, financial probity and reputation of the school.	Essential
	Commitment to upholding the school's equal opportunities policy	Essential
	Commitment to training and self-development	Essential
	Willingness to attend termly meetings outside of normal office hours. Eg. Evening finance committee/full GB meetings	Essential
	To take responsibility for promoting and safeguarding the welfare of children in school.	Essential
	Willingness to participate in school events and wider school life	Desirable