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| **Job title:** | | **School Business Manager Level 6** | |
|  | | **Bankfields Primary School** | |
|  | **Essential Criteria** | | **Desirable Criteria.** |
| **Qualifications** | GCSEs or equivalent Grade A – C or equivalent, in Maths and English  NVQ 4 or equivalent Business Manager qualification  Willingness to work towards specific School Business Management qualifications (CSBM/DSBM) | | Certificate of School Business Management (Level 4) and Diploma of School Business Management (Level 5).  Experience of working in a ‘bank account school’ |
| **Professional Experience** | Experience of working in a management position in an office environment.  Experience of financial management and reporting  Experience of line management of staff and dealing with HR issues. | | Practical experience of working in an office and/or school environment  Experience of working on SIMS management information modules, including SIMS FMS.  Knowledge and experience of school policies relating to health and safety, equal opportunities, data protection  Experience of premises management |
| **Knowledge** | Knowledge and understanding of financial management and reporting procedures.  An understanding of safeguarding issues relating to children and other stakeholders  Knowledge and awareness of the importance of confidentiality and data protection  Effective use of ICT packages | | Knowledge of school administration practices and procedures  An awareness of Health & Safety issues and requirements.  Knowledge and understanding of premises management. |
| **Skills / attributes** | Ability to develop, lead, manage and motivate an effective school administration team.  The ability to set, monitor and manage the school budget so as to achieve Best Value for the school.  Ability to improve on current standards to develop an efficient and effective customer service and administrative function for the school, and provide a professional support service for staff, children and parents.  Excellent communication skills, both verbal and written to pupils, parents/guardians, visitors, Governors, staff and outside agencies  Ability to take responsibility for managing a wide variety of priorities effectively, to prioritise workload and to work to, and to meet, deadlines  Ability to solve problems, and consider a range of options to find the best solution.  Ability to work accurately under pressure in a busy environment  Ability to work in partnership with all staff, teaching and support, governors and parents with resilience and enthusiasm | |  |
| **Personal** | Reliable and punctual.  Warm and approachable manner with good inter-personal skills  Sets high standards and expectations for self and others.  Flexible attitude to work including;   * working hours, * a willingness to step down and be hands on as the demands of the job require, and engage with children and parents. * demands and changes in the role * willingness to be involved in the wider life of school   Enthusiastic, efficient, adaptable and a having a good sense of humour.  Showing commitment to your own professional development and that of your staff.  Resilient and positive even when faced with challenging situations. | |  |

This post has significant access to children and young people and as such the successful candidate will be expected to undergo a Disclosure and Barring Service fully enhanced check.