

DURHAM TRINITY SCHOOL & SPORTS COLLEGE

DEPUTY SCHOOL BUSINESS MANAGER

PERSON SPECIFICATION

Category	Essential	Desirable	Where Identified
Application	Completed Durham County Council Support Staff application form 2 fully supported professional references to be taken up prior to shortlisting (one to be from present or most recent employer)	Supporting letter of application	Application References
Education/Qualifications	5 GCSE's (or equivalent) including Maths and English Language grades 5-9 (A-C) Relevant recognised SBM Qualification Committed to undertake relevant CPD		Application Interview
Experience/Knowledge	Experience of working in an office Experience of using Oracle Experience of financial reporting Experience of minute taking	Experience of working in a school office Knowledge of ParentPay, Weduc, SIMS, Office 365	Application Interview
Personal Attributes	Ability to work effectively both as part of a team and independently Ability to manage your own time productively, working on own initiative and to deadlines Excellent written and verbal communication skills Flexible approach to work Ability to work with all stakeholders under pressure Understanding of promoting positive relationships with the wider school community		Application Interview References

	Commitment to safeguarding and protecting the welfare of children and young people Commitment to equality and diversity Commitment to health and safety Commitment to sustaining regular attendance at work		
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