



Category	Essential	Desirable	How identified
Application	<p>Fully supported in references.</p> <p>Correctly completed application form.</p>		A R
Qualifications	<p>Certificate in School Business Management (Level 4) or equivalent.</p> <p>Record of Continuing Professional Development.</p>	<p>Diploma in School Business Management (Level 5) or equivalent. If candidate does not have this qualification, a willingness to complete the qualification in the first 18 months in post would be essential.</p> <p>Evidence of further study or professional qualifications</p>	A R
Experience	<p>Experience working within school administration.</p> <p>Experience in the following areas:</p> <ul style="list-style-type: none"> • Managing school strategic financial plans; • Managing school budgets, financial reporting, procurement and fixed assets; • Financial analysis and reporting; • Managing recruitment and Human Resources procedures, including managing teams of school staff; • Managing Health and Safety procedures; • Managing Compliance aspects of school administration; • Managing school data and record systems. 	<p>Successful application for Grants to support specific school priorities.</p> <p>Reporting to School Governors.</p>	A I R
Skills and Knowledge	<p>Applied knowledge of:</p> <ul style="list-style-type: none"> • School Financial management and accounting procedures; • Schools Financial Value Standard (SFVS); • SIMs and FMS; • HR policies / codes of practice / legislation; 		A I R

	<ul style="list-style-type: none"> • H&S policies / codes of practice / legislation; • School Resource management and procurement; • School Premises maintenance; • Personnel procedures and employment legislation; • An awareness and understanding of safeguarding responsibilities of all adults who work with children. 		
Personal Attributes	High level IT skills. Analytical skills. Ability to use initiative, prioritise, meet deadlines. Excellent interpersonal skills. Ability to lead and also to work as part of a team. Ability to maintain a positive and professional Demeanour. To be highly organised and have excellent communication skills.		A I R

How identified

A application form

I interview

R reference