

EMPLOYEE SPECIFICATION

DIRECTORATE: All Schools Model
JOB TITLE: School Business Manager

SECTION:
GRADE: 10

	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
1.	RELEVANT EXPERIENCE	1.1	Experience of financial management at a senior level in either a school, public or private sector.	Application Form / Selection Process	A
		1.2	Experience of training, development and supervision of staff – including work allocation.	Application Form / Selection Process	A
		1.3	Experience of computer based accounting procedures, budget setting, monitoring and preparing financial reports.	Application Form / Selection Process	
		1.4	Experience of income generation (i.e. sourcing and securing additional funding).	Application Form / Selection Process	
		1.5	Excellent skills including use of IT Skills and software used in schools (including word processing, spreadsheets, database, e-mail and internet).	Application Form / Selection Process	
2.	EDUCATION AND TRAINING ATTAINMENTS	2.1	Educated to GSCE level or above in English and Maths or able to demonstrate ability to work at least at that level.	Application Form / Selection Process	A
		2.2	Certificate or Diploma of School Business Management, or working towards this qualification, or equivalent qualification.	Application Form / Selection Process	B
		2.3	Accounting or Business Studies qualification (NVQ 4 / HND) or ability to demonstrate equivalent experience.	Application Form / Selection Process	B
3.	GENERAL AND SPECIAL KNOWLEDGE	3.1	Knowledge of computerised financial management.	Application Form / Selection Process	A
		3.2	Knowledge of developments in Local Management of Schools.	Application Form / Selection Process	A
		3.3	Knowledge and understanding of premises management (i.e. repairs, maintenance, work schedules)	Application Form / Selection Process Application Form / Selection Process	

		3.4	Understanding of and commitment to high levels of customer care.	Application Form / Selection Process	
		3.5	Understanding of and commitment to Health and Safety in a school setting and how it relates to the duties of the job.	Selection Process	
		3.6	Appreciation of the need to maintain strictest confidentiality about all matters concerning to the school.	Selection Process	
		3.7	Understanding of and commitment to the Local Authority's Equality and Diversity Policy and how it relates to the duties of the job.	Selection Process	

	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
4.	SKILLS AND ABILITIES	4.1	Ability to work on own initiative and contribute to effective working of the team.	Application Form / Selection Process	A
		4.2	Ability to prioritise and produce complex financial information and reports, working to tight deadlines.	Application Form / Selection Process	A
		4.3	Ability to communicate effectively, sympathetically and confidentiality at all levels.	Application Form / Selection Process	A
		4.4	Ability to supervise / manage a team including allocation of work and performance management.	Application Form / Selection Process	B
5.	ANY ADDITIONAL FACTORS	5.1	Commitment to ongoing personal training and development.	Selection Process	A
		5.2	Support the Catholic ethos of the school	Selection Process	A
		5.3	Ability to adapt and be flexible to the needs of the schools.	Selection Process	A
		5.4	Work across multiple sites	Selection Process	A
		5.5	Willingness to undertake an enhanced Disclosure and Barring Service check. Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process.	Application Form / Selection Process	A

Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criteria on your application form. The letters A, B and C in the "Rank" column refer to the importance we will give your answers when we read your applications. You must have all the A's on day one to be able to do the job, you need to have all the B's to do the job, but they could be learnt during the induction, and if you have C criteria this would be an additional bonus. We recognise and welcome our responsibility to remove any barriers in our

Recruitment and Selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the "Selection Process", this may involve written exercises, group discussions, presentations, interview etc.

ES Reference No	BS10/SBM
ES Prepared/Amended	JAN 2015
Refers to Estab(s)	