



## Stainton C of E Primary School

### Person Specification

**Post:** Small Schools Business Manager (SSBM) (32 hours)

**Grade:** BS8 Spinal Column Point: 19 – 20

| ESSENTIAL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | DESIRABLE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Experience</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <ul style="list-style-type: none"> <li>• Successful and relevant experience of working in finance and administration</li> <li>• Experience of using Microsoft Office software</li> <li>• Experience of using Microsoft Excel software</li> </ul>                                                                                                                                                                                                                                             | <ul style="list-style-type: none"> <li>• Previous successful and relevant experience working within a school environment / office</li> <li>• Previous experience of working with children</li> </ul>                                                                                                                                                                                                                                                                                            |
| <i>Knowledge</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <ul style="list-style-type: none"> <li>• Understanding of budgeting and finance management</li> <li>• Knowledge of admin and office systems</li> </ul>                                                                                                                                                                                                                                                                                                                                       | <ul style="list-style-type: none"> <li>• Experience of using SIMs or other information management software system</li> <li>• Successful and relevant experience of financial management, human resources and health and safety</li> </ul> <p>Experience of submitting bids</p>                                                                                                                                                                                                                  |
| <i>Occupational Skills</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <ul style="list-style-type: none"> <li>• Understanding of record keeping, preparation of reports, letters, minutes and documentation.</li> <li>• Be proficient in the use of IT systems and financial management</li> <li>• High standards of written and spoken communication</li> <li>• Understanding of and ability to correctly process confidential information</li> <li>• Excellent English and maths skills</li> <li>• Problem solving skills</li> <li>• Analytical skills</li> </ul> | <ul style="list-style-type: none"> <li>• Experience of Safeguarding Statutory Requirements, including the Single Central Record</li> <li>• Understanding of Health and Safety</li> <li>• Understanding of General Data Protection Regulations (GDPR)</li> <li>• Experience of negotiating terms of contracts and obtaining best value in procurement of goods and services.</li> <li>• Experience of managing contracts</li> <li>• Understanding of contracts of employment/services</li> </ul> |
| <i>Qualifications</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <ul style="list-style-type: none"> <li>• Having an NVQ 3 or 4 or equivalent relevant experience</li> <li>• 5 GCSEs (or equivalent) of C and above (or equivalent) including Maths and English</li> </ul>                                                                                                                                                                                                                                                                                     | <ul style="list-style-type: none"> <li>• Relevant IT user qualification e.g.: CLAiT</li> <li>• Certificate of School Business Management</li> </ul>                                                                                                                                                                                                                                                                                                                                             |
| <i>Personal Qualities</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <ul style="list-style-type: none"> <li>• Have excellent multi-tasking skills and a good sense of humour</li> <li>• Honesty and Integrity</li> <li>• Flexible and Resilient</li> </ul> <p>Be friendly, approachable and able to promote a positive image of the school.</p>                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <ul style="list-style-type: none"> <li>• Enjoy working in a busy school environment</li> <li>• Be calm, positive and an effective communicator -able to relate well to all ages</li> <li>• Confidence to maintain administrative systems for a busy school office</li> <li>• Attention to detail, neatness and accuracy</li> <li>• Have good organisational skills</li> <li>• Ability to work both successfully in a team and independently</li> <li>• Uphold Confidentiality and discretion</li> <li>• Ability to work to deadlines and prioritise own workload</li> <li>• Have a positive and creative approach to problem solving</li> </ul> |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|