**Person Specification**

**School Business Manager for Rigby Hall School**

|  |  |  |  |
| --- | --- | --- | --- |
|  | ESSENTIAL | DESIRABLE | ASSESSED VIA: |
| **Qualifications:** | | | |
| Educated to a degree level or equivalent in a relevant subject | 🗸 |  | Application form and interview  Certificates checked at interview |
| Further qualification in Finance or Accounting | 🗸 |  |
| Further qualification in School Business Management | 🗸 |  |
| English and Maths GCSE | 🗸 |  |
| **Experience:** | | | |
| Experience of working in Finance / Business in a school / education setting | 🗸 |  | Application form |
| Experience using E5 / Collaborative Planning or setting up other financial systems | 🗸 |  | Application form |
| Experience of financial reporting including producing monthly reports for Governing body showing cash flows and variance analysis | 🗸 |  | Application form |
| Experiences of managing the quality of goods, services and contracts | 🗸 |  | Application form |
| Experience of working within a leadership team | 🗸 |  | Application form |
| **Knowledge and Skills:** | | | |
| Strong leadership and team development skills | 🗸 |  | Interview |
| An excellent understanding of HR and admin processes | 🗸 |  | Interview |
| A sound understanding of education funding processes | 🗸 |  | Interview |
| Able to write policies in line with legal legislation | 🗸 |  | Interview |
| Fully computer literate in a range of programmes and systems relating to a school / education business and finance and in Office and Excel | 🗸 |  | Application form /interview |
| Resilient and able to support others in a busy environment in which deadlines must be met | 🗸 |  | Application form /interview |
| Organised and able to ensure that the team are working efficiently | 🗸 |  | Task |
| Attention for detail | 🗸 |  | Task |
| Excellent communication skills with the ability to speak and present to a range of audiences | 🗸 |  | Interview |
| Able to work collaboratively within a Senior Leadership Team | 🗸 |  | Interview |
| **Other skills:** |  |  |  |
| Able to speak and write in grammatically correct English for a range of audiences and for a range of purposes | 🗸 |  | Interview/  task |
| **Personal Qualities:** | | | |
| The candidate is willing to put our pupils needs at the centre of all they do at work | 🗸 |  | Interview, presentation |
| Excellent attendance and punctuality | 🗸 |  | Reference |
| Team Leader - able to establish and maintain professional relationships with colleagues | 🗸 |  | Interview |
| Approachable, polite and professional with an  authoritative presence | 🗸 |  | Interview |
| Flexible - Able to manage last minute changes when required | 🗸 |  | Interview |
| Able to undertake all aspects of the role | 🗸 |  | Interview |
| Works to high standards and has high expectations of others | 🗸 |  | Interview |
| Committed to equality of opportunity for all | 🗸 |  | Interview |