

PERSON SPECIFICATION

JOB TITLE: School Business Manager B

DEPARTMENT: Education

GRADE:

POST NO:

PREPARED BY:

DATE: 14 May 2014

E = ESSENTIAL D = DESIRABLE		SOURCE OF EVIDENCE - APPLICATION = A TEST = T INTERVIEW = I	
	1. EXPERIENCE, direct work experience, other relevant experience.	W =	
E	Several years' experience working in office environment at a senior level.		A/I
			A/I
	2. KNOWLEDGE, without which the job cannot be done effectively.	W =	
D	Effective use of specialist ICT packages.		A/I/T
D	Use of specialist equipment / resources.		A/I/T
D	Full working knowledge or relevant policies / codes or practice / legislation.		A/I
			A/I
	3. SKILLS & ABILITIES, Essential/Capable of doing, Desirable/Able to train.	W =	
E	Ability to organise, lead and motivate other staff.		A/I
E	Ability to plan and develop systems.		A/I
E	Ability to relate well to children and adults.		A/I
E	Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.		A/I
E	Ability to self-evaluate learning needs and actively seek learning opportunities.		A/I
			A/I
	4. QUALIFICATIONS, TRAINING & EDUCATION, also identify training to be given.	W =	
E	NVQ Level 4 or equivalent qualification or experience in relevant discipline.		A/I
E	Excellent numeracy / literacy skills.		A/I
			A/I
	5. PERSONALITY, SOCIAL SKILLS, Relationships, thinking style, disposition.	W =	
			I
			A/I
			A/I
			A/I
	6. OTHER FACTORS, Physical, Mobility, Availability, Conditions, etc.	W =	A/I
	CONTRA INDICATIONS, if any	W =	
			A/I