



Executive School Business Manager Person Specification

The Federation of Nettlestone and Newchurch Primary Schools



	Essential	Desirable for this particular post
Qualifications	<p>NVQ Level 4 or equivalent qualification or experience in relevant discipline.</p> <p>A degree or other relevant qualification – ideally in a business management or a related discipline.</p> <p>Excellent numeracy/literacy skills.</p>	<p>A school business management qualification.</p> <p>Health and safety training.</p> <p>HR qualification</p>
Experience	<p>Several years' experience working in office environment at a senior level.</p> <p>Successful leadership and management experience in a school, or in a relevant field outside education.</p> <p>Line management experience.</p> <p>Contributing to staff development.</p> <p>Experience of leading HR within an establishment.</p> <p>Experience of property management.</p> <p>Working experience of HR management.</p> <p>Contract management</p>	<p>Involvement in school self-evaluation and improvement planning.</p> <p>Working with children/young people.</p> <p>Undertaking effective staff appraisal.</p> <p>Undertaking health and safety audits.</p> <p>Administration of pay roll.</p> <p>Awareness of school census returns</p> <p>Reporting to Governors</p> <p>Effective and safe staff recruitment</p>
Knowledge and understanding	<p>Effective use of specialist ICT packages including; SIMS/Budget software</p> <p>Proficiency in MS Office packages including Word, Excel, Powerpoint and Outlook.</p> <p>Use of specialist equipment/resources</p> <p>Full working knowledge of relevant policy / codes of practice/ legislation.</p> <p>An understanding of financial management.</p> <p>Understanding of Health & Safety legislation and how this relates to school building management.</p> <p>In-depth knowledge of school finances.</p>	<p>Use of Capita SIMS and FMS</p>

<p>Skills</p>	<p>Ability to organise and motivate other staff</p> <p>Ability to plan and develop systems</p> <p>Ability to relate well to children and adults</p> <p>Work constructively as part of a team, understanding school roles, and responsibilities and your own position within these.</p> <p>Ability to self-evaluate learning needs and actively seek learning opportunities.</p> <p>Excellent attention to detail.</p> <p>Effective communication and interpersonal skills</p> <p>Ability to communicate a vision and inspire others.</p> <p>Ability to build effective working relationships with staff and other stakeholders</p> <p>Understanding of data protection and confidentiality</p>	
<p>Personal Characteristics</p>	<p>Ambitious for the federation</p> <p>Adaptability to changing circumstances and new ideas</p> <p>Have the temperament to remain calm at all times</p> <p>Have a positive attitude and enthusiasm for all aspects of school life</p> <p>Excellent team player.</p> <p>Good sense of humour</p> <p>Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the federation.</p> <p>Ability to work under pressure and prioritise effectively.</p> <p>Commitment to maintaining confidentiality at all times.</p> <p>Commitment to safeguarding and equality.</p> <p>Embraces change well.</p> <p>Deals with difficult situations effectively.</p>	<p>Willingness to be fully involved the life of the wider federation community</p>

