

## St Bede Primary School – Person Specification – Business and Administration Manager



Requirements	Essential	Desirable
<p><b>1. Qualifications and Experience</b></p>	<ul style="list-style-type: none"> <li>• GCSE Grade C or higher in English and Maths</li> <li>• Record of continuous professional development.</li> </ul>	<ul style="list-style-type: none"> <li>• A-Levels/First Degree</li> <li>• Relevant recognised professional qualification in finance, accounting or business administration</li> <li>• Relevant non-educational qualifications. For example, first aid.</li> </ul>
<p><b>2. Knowledge and Experience</b></p>	<ul style="list-style-type: none"> <li>• Management and leadership of staff and a thorough understanding of staffing issues, building, leading and sustaining excellent working relationships.</li> <li>• Financial and budget management – experience of setting and managing budgets.</li> <li>• Skilled in use of a wide range of financial and administrative ICT packages/apps.</li> <li>• Experience of using Management Information Systems such as Arbor.</li> <li>• Secure knowledge of HR, including completion of contracts of employment, issuing of annual pay statements and input and change of information in the electronic system</li> <li>• Secure knowledge of safer recruitment procedures.</li> <li>• Secure experience of site management.</li> <li>• Secure experience of GDPR principles and practice</li> <li>• Secure understanding of Health and Safety.</li> <li>• Experience of successfully implementing safeguarding and child protection procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• Excellent knowledge of finance, personnel and premises management in a school setting.</li> <li>• Successful experience and performance record of carrying out the Business and Administration Manager role in a Primary School.</li> <li>• Secure experience, knowledge of IBC/SAP and Financial Management System – FMS.</li> <li>• Successful experience of leading appraisal and performance management of staff.</li> <li>• Successful experience of dealing with confidential matters.</li> <li>• Successful experience of the GDPR manager role.</li> <li>• Successful experience of project management and experience of reporting to a variety of stakeholders in the school. For example, Headteacher and Governors.</li> <li>• Successful experience of maintaining and updating policies to meet statutory requirements.</li> <li>• Previous experience of securing revenue/ funding streams.</li> </ul>

<p><b>3. Professional Values, Practice, Competencies and skills.</b></p>	<ul style="list-style-type: none"> <li>• Be able to lead and work effectively within a team environment.</li> <li>• Be able to use initiative and demonstrate a ‘can do’ approach to prioritising tasks, solving problems, multi-tasking and delegating.</li> <li>• Be efficient, organised and have excellent attention to detail and accuracy.</li> <li>• Be able to implement effective systems to support and develop the school.</li> <li>• Be able to think strategically about the use of school resources.</li> <li>• Be able to achieve value for money, including the procurement of goods/services.</li> <li>• Be able to present reports, including financial to the head teacher and Governors.</li> <li>• Demonstrate and understand the need for confidentiality and discretion and demonstrate very high standards of professionalism.</li> <li>• Demonstrate and understand health and safety and risk assessment requirements</li> <li>• Have experience of supporting /challenging colleagues in order to improve effectiveness.</li> <li>• Demonstrates secure understanding of establishing and maintaining an effective safeguarding culture.</li> <li>• Demonstrate understanding of how to promote and support the Christian ethos of the school.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate the ability to assess and evaluate individual and team learning needs and actively seek learning opportunities to develop.</li> <li>• Demonstrate an understanding of how new technologies and approaches can be implemented to improve the school’s business management and administration systems.</li> <li>• Demonstrate a proven track record in successfully developing and leading successful and effective teams.</li> <li>• Demonstrate experience of managing and resolving difficult situations.</li> </ul>
<p><b>4. Personal Qualities</b></p>	<ul style="list-style-type: none"> <li>• Ability to promote and develop positive relationships within and beyond the school.</li> <li>• Ability to present a professional image at all times.</li> <li>• Approachable with excellent interpersonal skills.</li> <li>• Ability to be flexible and resilient.</li> <li>• Ability to be loyal and understanding</li> <li>• Ability to be honest and act with integrity</li> <li>• Ability to remain positive and retain a sense of humour that has positive impact on others.</li> <li>• Ability to remain calm under pressure.</li> <li>• Willingness to work flexible hours when necessary.</li> <li>• Enjoy working with children.</li> </ul>	