



Bladon Primary School

School Business Manager – 32.5hrs – Grade 8
October 2024

Person specification		
Category	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> • Previous financial experience • Very good literacy skills • Able to manage and control work to professional and quality standards within budgetary deadlines • Influencing and negotiation skill 	<ul style="list-style-type: none"> • AAT level 3 (and member of AATQB) or appropriate qualification • Significant relevant experience (e.g. schools finance experience) • First Aid training
Knowledge, skills and experience	<ul style="list-style-type: none"> • Experienced in the use of spreadsheets and word processing software • Able to use financial systems to extract relevant information • Literate and articulate with excellent interpersonal skills • Willing to develop personally and professionally, with evidence of continuous training and development • Clear understanding of customer care and commitment to quality service provision 	<ul style="list-style-type: none"> • Experience of development, management and operation of administrative systems • Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation • Clerking experience
School ethos	<ul style="list-style-type: none"> • To uphold the Christian ethos of the school 	
Relationships	<ul style="list-style-type: none"> • Work constructively as part of a team, understanding school roles and responsibilities and your own position within these • Ability to relate well to children and adults 	