**Person Specification**

**Finance & Business Manager Highcliffe St Mark Primary School**

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| **Requirement** | **Criteria** |
| Education and qualifications* Educated to GCSE Grade C (or equivalent in English and Maths)
* Relevant degree such as Finance, Administration, Accountancy
* AAT Level 3 or above
* Up to date safeguarding training
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| Skills and Knowledge* Effective numeracy/literacy/IT skills and the ability to analyse, produce and present statistical/financial information accurately
* Experience of setting and monitoring budgets, financial accounting, reporting procedures and working within budget limitations
* Experience of lettings and hiring of facilities
* Previous experience of Arbor MIS, Arbor Finance, Access Eduction Budgets
* Experience with building and site improvement project management including bid applications and management of premises services
* Evidence and experience of previous people management
* Experience in the development and procurement of new systems
* Experience of risk management and assessments
* Experience in arranging training including First Aid
* Experience of previous work in a school environment including administrative duties
* Safe working practices and understanding of relevant Health & Safety regulations
* Understanding and a commitment to the statutory requirements of legislation concerning safeguarding, including child protection, health and safety, equal opportunities and inclusion
* Ability to lead, supervise, motivate and manage staff in your team
* Willingness to share expertise, skills and knowledge to inspire and challenge others
* Experience of recruitment, induction, line management of staff, supporting professional development and performance management of staff team
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| Personal Attributes* Ability to demonstrate a commitment to taking an active part in supporting and maintaining the school's Christian ethos and character
* Ability to work under own initiative, prioritise and work flexibly to meet deadlines including statutory
* Ability to communicate effectively verbally and in writing
* Good organisational skills to manage own workload and that of others
* Ability to maintain confidentiality and discretion at all times
* High expectations of self and others
* Able to demonstrate a commitment to own professional development
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