**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 | Essential  Desirable  Desirable  Desirable |
| 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 | Essential  Essential  Desirable  Desirable  Essential  Essential  Desirable  Desirable  Essential  Desirable  Desirable  Essential  Essential  Essential  Essential |

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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 | Essential  Essential  Essential  Essential  Essential  Essential  Essential |