

Chase Lane Primary School and Nursery Unit

School Business Manager

Person Specification

Chase Lane Primary School and Nursery Unit is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All adults are required to adhere to the school's safeguarding policies and practices. As part of the School's safe recruitment procedures all staff regularly undergo the enhanced DBS check.

Qualifications	Essential/Desirable
➤ Relevant finance/accounting/business qualification	D
➤ Certificate of Business Management	D
➤ Degree level or equivalent	D
Experience	
➤ Experience of working at a strategic level in organisation	E
➤ Experience of Business and Financial Management	E
➤ Practical experience of using ICT systems to deliver results	E
➤ Proven record of managing projects and achieving results	E
➤ Experience of strategic Budget Planning	E
➤ Experience of working in a team and promoting good practices to move organisation forward	E
Skills, Understanding & Ability	
➤ Effective leadership and management skills	E
➤ Ability to effectively lead, manage and develop a team	E
➤ Ability to make a strategic contribution to the school	E
➤ Effective communication, negotiating and influencing skills	E
➤ Ability to effectively present written and verbal information to a variety of people	E
➤ Understanding of context for organisational management	E
➤ Excellent communication and interpersonal skills	E
➤ Commitment to delivering a quality, customer focused service	E
➤ Awareness of sensitive information and the ability to maintain a high degree of confidentiality and to use discretion in dealing with sensitive information	E
➤ Ability to demonstrate respect for pupils, parents and staff and be able to listen to their views	E
➤ Ability to use initiative to achieve set deadlines and manage conflicting priorities	E
➤ Displays commitment to achieve set deadlines and manage conflicting priorities	E
➤ Ability to prepare funding bids	E
➤ Ability to work under pressure and to tight deadlines	E

➤ Ability to analyse and interrogate data management information to identify areas for improvement	E
➤ Good understanding of how to use IT to promote and drive School	E
➤ Ability to plan, organise and manage a complex workload	E
Knowledge & Self	
➤ Ability to use a range of Information and Communication Technology	E
➤ Ability to self-evaluate learning needs and actively seek learning	E
➤ Proficient in the use of Internet and office applications. Knowledge and ability to use ICT effectively	E
➤ Has knowledge of the types of software packages used in schools and has a willingness to expand this knowledge	E
➤ A good understanding of health, safety and security issues in schools	E
➤ Has up to date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people	E
Other Job Specific Requirements	
➤ Commitment to the School's Equal Opportunities Policy and the acceptance of their responsibility for its practical application	E
➤ Ability to maintain confidentiality relating to all school matters	E
➤ Ability to work under pressure	E
➤ Interested and motivated towards the job	E
Disqualifying factors	
➤ Indication of sexist, racist or anti-disability attitudes or any other attitudes inconsistent with the School & Nursery's Equal Opportunities Policy	E