



CATALYST

Aveley Primary

**CATALYST AVELEY PRIMARY: SCHOOL BUSINESS MANAGER
PERSON SPECIFICATION**

Factors	Essential	Desirable
Qualifications	<p>Evidence of academic achievement to at least NVQ Level 3/ A level standard or equivalent and a very good command of written and spoken English</p> <p>Association of Accounting Technician (AAT) or similar or Certificate of School Business Management (CSBM) or equivalent experience working in a school financial environment</p>	Diploma of School Business Management (DSBM)
Training	Evidence of continuing professional development	
Experience	<p>Managing strategic financial plans</p> <p>Successful financial experience of working within an educational environment</p> <p>Preparing and managing budgets, financial reporting, procurement and fixed assets</p> <p>Financial management experience in a cheque book school</p> <p>Managing projects</p> <p>Managing teams including admin, finance and premises staff</p> <p>Managing the HR function of the school</p>	<p>Managing at a Senior Management Team level</p> <p>Knowledge and experience of Academy Trust requirements</p> <p>Knowledge of school governance requirements</p>

<p>Knowledge and Skills</p>	<p>Able to deliver services and systems applicable for effective school management</p> <p>A detailed working knowledge of PS Financials, Arbor and spreadsheets</p> <p>A working knowledge of payroll, personnel and employment issues</p> <p>Experience of managing Health & Safety, premises and HR</p> <p>Able to deliver Value for Money initiatives</p> <p>Able to lead teams and individuals</p> <p>Able to strategically influence decision making within the school</p> <p>High level IT skills including Word, Excel, and with the ability to train and develop others</p> <p>Knowledge and thorough understanding of the Freedom of Information and Data Protection legislation and of confidentiality issues</p>	<p>Understanding of educational enterprise issues</p> <p>Understanding of promoting positive relationships within the wider school community</p> <p>Knowledge of Juniper Payroll systems</p>
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<p>Personal Qualities</p>	<p>Able to demonstrate a confident and professional attitude</p> <p>Excellent interpersonal skills</p> <p>Willingness to constructively challenge the work of self and others to continually improve own and team performance</p> <p>Able to work with attention to detail and have the ability to prioritise and delegate workloads in order to meet strict deadlines</p> <p>Flexible, hardworking and committed and responsive to change</p> <p>Team leader and team player</p> <p>Understand and comply with procedures and legislation relating to confidentiality</p>	
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