

# All Saints Catholic College



## Person Specification

### BUSINESS MANAGER

CRITERIA	ESSENTIAL OR DESIRABLE	HOW / WHEN MEASURED *A/I/R/SP
<b>Qualifications</b>		
Possession of Certificate of Schools Business Management qualification (CSBM) or willingness to work towards with support of the school or equivalent	<b>D</b>	<b>A/I/R</b>
Possess excellent numeracy, literacy and verbal communication skills	<b>E</b>	<b>A/I/R</b>
<b>Experience</b>		
Have considerable experience of working in an office environment at a senior level	<b>E</b>	<b>A/I/R</b>
Managing staff	<b>E</b>	<b>A/I/R</b>
Excellent team working and leadership skills	<b>E</b>	<b>A/I/R</b>
Knowledge of school-based finance packages ie. Capita or FMS	<b>E</b>	<b>A/I/R</b>
<b>Knowledge/Skills/Abilities</b>		
Have a full knowledge and understanding of the legislative framework of schools and education	<b>D</b>	<b>A/I/R</b>
Ability to interpret advice and statutes and to devise policy and practices in light of these	<b>D</b>	<b>A/I/R</b>
Excellent analytical skills to understand, interpret and utilise statistical data and management information	<b>E</b>	<b>A/I/R</b>
Excellent ICT skills and to be able to effectively use specialist software packages	<b>E</b>	<b>A/I/R</b>
Excellent communication and negotiation skills with all stakeholders	<b>E</b>	<b>A/I/R</b>
Ability to manage a multi-disciplinary team and demonstrable evidence of effective staff management, motivation and development, including the establishment of a positive performance culture delivering continuous school improvement	<b>E</b>	<b>A/I/R</b>
Demonstrable ability to plan and deal with competing priorities to ensure the changing and developing needs of the school are met	<b>E</b>	<b>A/I/R</b>
Experience of resource and financial management, formulating budgets, rigorous monitoring and control procedures	<b>D</b>	<b>A/I/R</b>
A broad understanding of the value and use of new technologies in improving and modernising working processes	<b>D</b>	<b>A/I/R</b>
Successful experience of implementing, developing and maintaining and effective administrative systems in a busy school environment	<b>D</b>	<b>A/I/R</b>
Knowledge of project management and monitoring strategies	<b>D</b>	<b>A/I/R</b>
Ability to organise own workload and that of others to meet conflicting deadlines	<b>E</b>	<b>A/I/R</b>
Have the ability to self-evaluate your learning needs and actively seek learning opportunities	<b>D</b>	<b>A/I/R</b>

<b>Personal styles/Behaviour</b>		
Be willing to contribute to the Catholic ethos of the Trust	<b>E</b>	<b>A/I/R</b>
To act with the utmost integrity at all times	<b>E</b>	<b>A/I/R</b>
Self-motivation and personal drive to complete tasks to the required timescales and quality standards.	<b>E</b>	<b>A/I/R</b>
The flexibility to adapt to changing workload demands and new school challenges.	<b>E</b>	<b>A/I/R</b>
Personal commitment to continuous self-development.	<b>E</b>	<b>A/I/R</b>
Personal commitment to continuous school improvement at both school and Trust level	<b>E</b>	<b>A/I/R</b>
Personal commitment to ensure support is equally accessible and appropriate to the diverse needs of the students.	<b>E</b>	<b>A/I/R</b>
Personal commitment to the Trust's professional standards, including dress code as appropriate.	<b>E</b>	<b>A/I/R</b>
To maintain confidentiality relating to the staff and students of the school at all times.	<b>E</b>	<b>A/I/R</b>
To uphold all aspects of willingness to undertake first aid training and administer first aid as required.	<b>E</b>	<b>A/I/R</b>
safeguarding.	<b>E</b>	<b>A/I/R</b>
Be willing to consent to apply for an enhanced disclosure to a DBS (Disclosure and Barring Service) check.	<b>E</b>	<b>A/I/R</b>

#### **Application/Interview/References/Selection Process:**

The school uses the appropriate CES application forms for each role advertised. This application should be fully completed and legible. **The supporting statement should be typed in Arial 12, not exceed 1300 words in length, be clear, concise and related to the specifics of the post advertised above in order to gain an interview**