**Etwall Primary School**

**Person Specification for School Business Operations Manager – Grade 11**

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|  | **Essential** | **Desirable** |
| **Qualifications** | * GCSE in English and Maths at Grade C or above (or equivalent)
* NVQ4 level / Certificate in School Business Management, or equivalent experience, with relevant financial /admin management experience
* Willingness to qualify as a Workplace First Aider
 | * Business Management Degree or equivalent with financial knowledge, people and estate management experience.
* First Aid Qualification – Paediatric First Aid or Workplace First Aid
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| **Experience** | * Broad knowledge and understanding of school processes and functions specialist software systems; policies and regulations such as Financial Standards, Purchasing & Procurement, Catering.
* Experience of school MIS such as Arbor
* Experience in writing/adapting documents, such as policies, risk assessments, Privacy Notices and DPIAs
* Experience of all Microsoft Office packages, and with particular skills in Office 365
* Experience of planning and progressing work within professional guidelines and policy;
 | * Experience of school office systems to include Derbyshire SAP (ordering and credit income in particular)
* Experience of auditing/maintaining the school website and ensuring its compliance
* Experience of allocating and delegating work to team members and monitoring those tasks
* Experience of working to specific external deadlines.
* Thorough knowledge and understanding of policy/codes of practice relevant to the role functions such as Financial Standards, Purchasing & Procurement, Catering.
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| **Knowledge** | * Clerical/administrative knowledge/experience
* Knowledge of finance systems and practices
* Financial recording, monitoring and regulations
* Data Protection Policy and Practices
* Safeguarding issues and procedures in a school environment, including compliance for maintaining the School Single Central Record
* Safer Recruitment practice
* Health and Safety Practice and procedures
 | * Governance processes and procedures
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| **Skills** | * Budget management and forecasting
* Demonstrate excellent organisational and high level communication skills
* Demonstrate skills in creating systems and processes (e.g. pupil records management, tracking training, lettings/invoices)
* Excellent Numeracy/Literacy skills
* Ability to prioritise work and to work effectively to ensure deadlines are met
* Ability to understand relevant school policies and how they impact on the role
* Ability to establish and maintain relationships with contracted service providers including negotiation on service agreements and establishment of new contracts.
 | * Identify own training needs
* Be reflective about own practice
* Implementation and change management skills
* Proven ability to manage others and monitor their performance.
* Ability to use knowledge and experience to resolve complex issues.
* Skilled communication to persuade and influence others in critical business outcomes, including school and external key stakeholders.
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| **Personal Qualities** | * Approachability - warm and approachable manner towards staff, pupils and visitors.
* Adaptability and commitment to work as part of a team
* Ability to remain calm in an emergency
* Confidentiality and discretion
* Able to work independently using initiative as well as under direction
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