**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 |
| **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. |
| **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 |
| **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. |
| **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 |  |