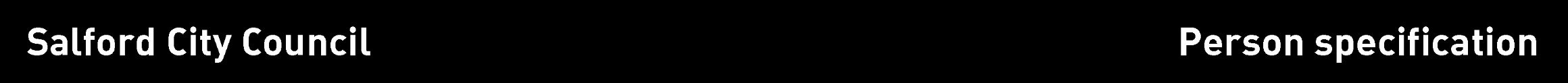
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|  |  |  |  |
| --- | --- | --- | --- |
| **Job title** | **Grade** | **School** | **Location** |
| School Business Manager | 3C | Willow Tree Primary School  **The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.** | 2 Greenland Street,  Salford, M6 5TJ |

Note to manager

In completing this form, you are setting the expected standard for the person you need for this job on this occasion. Once completed, it will help to create your shortlist of candidates and to devise the questions you ask at interview. Please describe the criterion in ways that are both accurate and capable of being tested. Above all, the requirements must be job related and non-discriminatory. The job description, person specification and advertisement must be consistent. Each of the criteria must be identified under the **Essential** or **Desirable** headings. Whilst all criterions are important, those marked **Essential** must be met before an interview can be offered. (See Section 6 of the Recruitment and Selection Code of Practice for more information on producing a person specification)

#### Note to applicants

Whilst all criterions below are important, those under the **Essential** heading are the key requirements. You should pay particular attention to these areas and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

**(\*See grid overleaf)**

| **Essential criteria** | **Education, qualifications, experience, Knowledge, skills and values, Personal Qualities.** | **\* M.O.A.** |
| --- | --- | --- |
|  | Has up to date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people. | Application |
|  | Displays commitment to the protection and safeguarding of children and young people | Application  Interview  Reference |
|  | Management or business degree or equivalent related professional qualification | Application |
|  | Evidence of commitment to continuing professional development and keeping up-to-date with developments and changes | Application  Interview  Reference |
|  | Experience in and understanding of financial processes and procedures | Application  Interview  Reference |
|  | Awareness of and understanding of the new Finance Values Standard SFVS | Application  Interview  Reference |
|  | Evidence of successful project management | Application  Interview  Reference |
|  | Evidence of successful management of Health and Safety / Premises Management | Application  Interview  Reference Application  Interview  Reference |
|  | Understanding of human resource activity | Application  Interview  Reference |
|  | Experience/knowledge of the creation of effective office systems | Application  Interview  Reference |
|  | Experience of using School Information Management Systems | Application  Interview  Reference |
|  | Ability to lead and manage change which has a positive impact on improving the school | Application  Interview  Reference |
|  | Able to work flexibly and proactively while maintaining a high level of professionalism | Application  Interview  Reference |
|  | Able to work in a team, accept delegated responsibility and delegate as appropriate | Application  Interview  Reference |
|  | Fully ICT competent | Application  Interview  Reference |
|  | Ability to analyse data | Interview |
|  | An outstanding administrator | Application Interview |
|  | Excellent organisational and time management skills | Application Interview |
|  | Ability to strategically influence decision-making within the school | Application  Interview  Reference |
|  | Ability to work under pressure and meet deadlines. | Interview Reference |
|  | Able to think creatively and make sound, balanced decisions based on effective analysis, appropriate consultation and interpretation of information | Application  Interview  Reference |
|  | Ability to communicate effectively both orally and in writing | Application  Interview  Reference |
|  | Personal integrity and the ability to inspire it in others | Application  Interview  Reference |
|  | Willingness to challenge the work of self and others to improve own and team performance. | Application  Interview  Reference |
|  | Have a passion for education and able to demonstrate both a strong belief in inclusive approach and have high expectations of all young people. | Application  Interview  Reference |
|  | Excellent interpersonal skills and a high level of emotional intelligence | Application  Interview  Reference |
|  | Has proven capacity for hard work, capacity to manage own work under pressure and a willingness to “go the extra mile” | Application  Interview  Reference |
|  | Is ambitious for self and others | Application  Interview  Reference |
|  | Energy, endless enthusiasm, resilience, commitment, initiative, flexibility, pragmatic optimism and a sense of humour | Application  Interview  Reference |
|  | A ‘can-do’ attitude | Application  Interview  Reference |

|  |  |  |
| --- | --- | --- |
| Desirable criteria | **Necessary requirements – skills, knowledge, experience etc.** | **\* M.O.A.** |
|  | First degree or equivalent qualification | Application |
|  | Experience of bid writing / securing additional resources | Application  Interview  Reference |
| 3. | Experience of leadership at a senior level | Application  Interview  Reference |
|  |  |  |
|  | **Other requirements** |  |
| 1. | A commitment to safeguarding and promoting the welfare of children and young people | Application  Interview  Reference |
| 2. | Have regard to provide equality of opportunity for all | Application  Interview  Reference |
| 3. | Awareness of and adherence to relevant health and safety regulations | Application  Interview  Reference |
| 4. | A very good attendance and punctuality record | Reference |
| 5. | A commitment to safeguarding and promoting the welfare of children and young people | Application |

|  |  |  |  |
| --- | --- | --- | --- |
| **Completed by** | **Date** | **Approved by** | **Date** |
| **R.L.Munro** | **17/04/** |  |  |

**Method of assessment (\* M.O.A.)**

**A =** Application form**, C =** Certificate**, E =** Exercise**, I** **=** Interview**, P =** Presentation**, T =** Test**, AC =** Assessment centre