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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  | ApplicationInterviewReference |
|  | 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 | ApplicationInterviewReference |
|  | Experience in and understanding of financial processes and procedures | ApplicationInterviewReference |
|  | Awareness of and understanding of the new Finance Values Standard SFVS | ApplicationInterviewReference |
|  | Evidence of successful project management | ApplicationInterviewReference |
|  | Evidence of successful management of Health and Safety / Premises Management | ApplicationInterviewReference ApplicationInterviewReference |
|  | Understanding of human resource activity | ApplicationInterviewReference |
|  | Experience/knowledge of the creation of effective office systems  | ApplicationInterviewReference |
|  | Experience of using School Information Management Systems | ApplicationInterviewReference |
|  | Ability to lead and manage change which has a positive impact on improving the school | ApplicationInterviewReference |
|  | Able to work flexibly and proactively while maintaining a high level of professionalism | ApplicationInterviewReference |
|  | Able to work in a team, accept delegated responsibility and delegate as appropriate | ApplicationInterviewReference |
|  | Fully ICT competent | ApplicationInterviewReference |
|  | 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 | ApplicationInterviewReference |
|  | 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 | ApplicationInterviewReference |
|  | Ability to communicate effectively both orally and in writing | ApplicationInterviewReference |
|  | Personal integrity and the ability to inspire it in others | ApplicationInterviewReference |
|  | Willingness to challenge the work of self and others to improve own and team performance. | ApplicationInterviewReference |
|  | Have a passion for education and able to demonstrate both a strong belief in inclusive approach and have high expectations of all young people. | ApplicationInterviewReference |
|  | Excellent interpersonal skills and a high level of emotional intelligence | ApplicationInterviewReference |
|  | Has proven capacity for hard work, capacity to manage own work under pressure and a willingness to “go the extra mile” | ApplicationInterviewReference |
|  | Is ambitious for self and others | ApplicationInterviewReference |
|  | Energy, endless enthusiasm, resilience, commitment, initiative, flexibility, pragmatic optimism and a sense of humour | ApplicationInterviewReference |
|  | A ‘can-do’ attitude | ApplicationInterviewReference |

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

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| **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