



Eden Primary, 79 Creighton Avenue, London N10 1NR Tel 0208 883 9527

Head Teacher: Jo Sassienie

jo@edenprimary.org.uk

www.edenprimary.org.uk

PERSON SPECIFICATION: SCHOOL BUSINESS MANAGER

Selection decisions will be based on the candidate specification outlined below. At each stage of the process, an assessment will be made by the appointment panel to determine the extent to which the criteria have been met. When completing your application form and supporting statement, you should ensure that you address the person specification and provide evidence of how you meet the criteria through reference to work or other relevant experience.

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • High level educational background. • In finance, school business management or equivalent. • Evidence of continuing professional development. 	<ul style="list-style-type: none"> • Trained in safeguarding in schools. • Degree or equivalent qualification.
EXPERIENCE	<ul style="list-style-type: none"> • Experience of school administration or business management. • Experience of leading the budgetary management and control within an organisation. • Experience at a senior level in an administrative environment. • Experience of managing and motivating staff. • An understanding and experience of schools or education finance. • An awareness and understanding of key issues in relation to Human Resources, procurement, contracts, safeguarding, risk assessment, health and safety and traded services to schools. 	<ul style="list-style-type: none"> • Experience of contributing to the senior management team / leadership team of a school. • Experience working effectively in co-operation with a wide range of internal and external partners including both statutory and non-statutory organisations and groups. • Experience of premises management and school operations.

<p>SKILLS</p>	<ul style="list-style-type: none"> • Ability to use school financial management systems. • Highly developed planning and organisational skills. • Ability to use initiative and prioritise work in order to meet competing deadlines. • Good interpersonal and communication skills. • Evidence of high level ICT skills. • An ability to analyse information (particularly financial) and communicate succinctly and clearly. • Excellent written and verbal communication skills. • An ability to build a partnership with colleagues, parents, carers and children and to build home/school links. • An ability to work closely as part of a team with all school staff. • An ability to delegate appropriately. • An ability to initiate and implement change and evaluate its impact. 	<ul style="list-style-type: none"> • Experience of using SIMS financial management software. • Ability to contribute to the Senior Leadership Team.
<p>PERSONAL QUALITIES</p>	<ul style="list-style-type: none"> • Enjoy working with children. • High levels of motivation and commitment. • A positive and determined approach to meeting challenges. • An ability to think incisively and strategically. • Enjoy working hard. • Reliability and flexibility. • Excellent organisational and time management skills. • Concern for individual and team needs and the ability to cater for both. • A strong work ethic and resilience under pressure. • An ability to multi-task and be flexible. • An ability to maintain confidentiality and deal sensitively with others. • Support for the vision and values of school including our Jewish ethos. • Commitment to Equal Opportunities. 	