

St Vincent's Catholic Primary School

Person Specification

Education and Qualifications

Essential:

- ✓ A qualification in School Business Management / equivalent or working towards

Knowledge and experience

Essential:

An ability to demonstrate

- ✓ Working knowledge of a variety of financial management systems and processes and procedures
- ✓ Experience of running an administrative department and / or section
- ✓ Experience of budgetary management and control within a large organisation
- ✓ Experience of motivating and leading staff
- ✓ A working knowledge of facilities management
- ✓ A working knowledge of Health and Safety legislation
- ✓ Experience of being involved in the tendering, procurement, contracts, risk assessment, health and safety and traded services.

Desirable:

- ✓ Awareness and understating of school / public sector finance / resources management information systems. e.g. SIMs
- ✓ An understanding of school management issues and the role of the Governing Body
- ✓ Successful experience in the submission of bids securing funding in the public sector
- ✓ Experience of working effectively with a wide range of external partners

Skills and abilities

Essential:

- ✓ Planning and organisational skills
- ✓ Demonstrate good written and verbal communication
- ✓ Developed level of interpersonal skills
- ✓ An ability to analyse data and evidence of higher level ICT skills
- ✓ An ability to use initiative and prioritise work
- ✓ Being accurate and well organised in approach to work
- ✓ An ability to interpret legislation and regulations and ensure compliance
- ✓ An ability to consult and support decision making with the Senior Leadership Team on finance, personnel, HR matters and health & safety.
- ✓ Give and follow clear instructions
- ✓ Ability to lead by example
- ✓ Skills and confidence to coach and mentor staff and tackle underperformance

Personal Qualities

Essential:

- ✓ Commitment to high educational, professional and personal standards
- ✓ Respect for young people and their needs
- ✓ Commitment to equal opportunities
- ✓ A relentless drive for excellence
- ✓ Ability to keep calm under pressure
- ✓ To have strong awareness of professionalism and confidentiality
- ✓ To show empathy and flexibility when working with others
- ✓ Excellent record of attendance and punctuality
- ✓ Comply with enhanced safer recruitment checks including DBS