



# EMPLOYEE SPECIFICATION



**JOB TITLE:** School Business Support Office Manager

**GRADE:** 9

	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	Essential (E) Desirable (D)
1.	<b>RELEVANT EXPERIENCE</b>	1.1	Experience of financial management in either a school, public or private sector.	Application Form / Selection Process	E
		1.2	Experience of training, development and supervision of staff – including work allocation.	Application Form / Selection Process	D
		1.3	Experience of computer based accounting procedures, budget setting, monitoring and preparing financial reports.	Application Form / Selection Process	E
		1.4	Experience of income generation (i.e. sourcing and securing additional funding)	Application Form / Selection Process	D
		1.5	Excellent skills including use of IT Skills and software used in schools (including word processing, spreadsheets, database, e-mail and internet)	Application Form / Selection Process	E
2.	<b>EDUCATION AND TRAINING ATTAINMENTS</b>	2.1	Educated to GCSE level or above in English and Maths or able to demonstrate ability to work at least at that level.	Application Form / Selection Process	E
		2.2	Accounting or Business Studies qualification (NVQ 4 / HND) or ability to demonstrate equivalent experience.	Application Form / Selection Process	D
3.	<b>GENERAL AND SPECIAL KNOWLEDGE</b>	3.1	Knowledge of computerised financial management.	Application Form / Selection Process	D
		3.2	Knowledge and understanding of premises management (i.e. repairs, maintenance, work schedules)	Application Form / Selection Process	D

		3.3	Understanding of and commitment to high levels of customer care.	Application Form / Selection Process	E
		3.4	Understanding of and commitment to the Trusts Equality and Diversity Policy and how it relates to the duties of the job.	Application Form / Selection Process	E
		3.5	Understanding of and commitment to Health and Safety in a school setting and how it relates to the duties of the job.	Selection Process	E
		3.6	Appreciation of the need to maintain strictest confidentiality about all matters concerning to the school.	Selection Process	E

4.	<b>SKILLS AND ABILITIES</b>	4.1	Ability to work on own initiative and contribute to effective working of the team.	Application Form / Selection Process	E
		4.2	Ability to prioritise and produce financial information and reports, working to tight deadlines.	Application Form / Selection Process	E
		4.3	Ability to communicate effectively, sympathetically and confidentiality at all levels.	Application Form / Selection Process	E
		4.4	Ability to supervise / manage a team including allocation of work and performance management.	Application Form / Selection Process	E
5.	<b>ANY ADDITIONAL FACTORS</b>	5.1	Commitment to ongoing personal training and development.	Selection Process	E
		5.2	Support the ethos of the school	Selection Process	E
		5.3	Ability to adapt and be flexible to the needs of the schools.	Selection Process	E
		5.3	Willingness to undertake an enhanced Disclosure and Barring Service check. <b>Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process.</b>	Application Form / Selection Process	E