



ST GREGORY'S CATHOLIC PRIMARY SCHOOL

SCHOOL BUSINESS LEAD – PERSON SPECIFICATION

Criterion	Essential	Desirable	Evidenced through
Qualifications and Training			
Relevant Level 4 qualification, degree, CSBM-equivalent qualification, or substantial relevant experience	✓		Application / certificates
Commitment to Catholic education and to supporting the distinctive ethos and mission of a Catholic school	✓		Application / interview
Competent use of IT and digital systems, including Microsoft Word and Excel	✓		Application / interview
Experience of developing effective administrative and organisational systems	✓		Application / interview
Experience of working in a busy office environment	✓		Application / interview
Experience of working in an administrative role within a school or education setting		✓	Application / interview
Experience of establishing and maintaining database or management information systems		✓	Application / interview
Willingness to undertake further training and professional development relevant to the post	✓		Application / interview
Safeguarding and Child Protection			
Sound awareness of safeguarding and child protection responsibilities, policies and procedures	✓		Application / interview
Personal Attributes			
Demonstrates commitment, reliability, discretion and integrity	✓		Application / interview
Demonstrates initiative and excellent organisational skills	✓		Application / interview
Communicates effectively, with self-awareness and sensitivity, and relates well to both adults and children	✓		Application / interview
Flexible and willing to adapt to changing circumstances, priorities and new ways of working	✓		Application / interview
Demonstrates a clear commitment to equality, inclusion and respectful working relationships	✓		Application / interview
Professional Knowledge and Experience			
Understands the role and responsibilities of a School Business Lead within a school and Trust context	✓		Application / interview
Uses initiative and sound judgement to respond to unexpected problems or difficult situations, using agreed policies and procedures as a guide	✓		Application / interview
Excellent written and verbal communication skills	✓		Application / interview
Understands and adheres to relevant requirements relating to safeguarding, health and safety, security, confidentiality and data protection (UK GDPR)	✓		Application / interview



Professional Skills			
Excellent organisational and planning skills, including the ability to work independently, prioritise competing demands and use initiative	✓		Application / interview
Ability to work effectively under pressure and meet deadlines	✓		Application / interview
Ability to work collaboratively as part of a team	✓		Application / interview
Ability to communicate and promote the school's aims, values and priorities	✓		Application / interview
Committed to working positively and constructively with parents and carers, colleagues, governors, Trust staff and external agencies	✓		Application / interview
Ability to exercise appropriate judgement in matters of confidentiality and safeguarding	✓		Application / interview
Professional Philosophy and Commitment			
Maintains high professional standards at all times when working with adults and children	✓		Application / interview
Understands and is committed to maintaining the highest standards of confidentiality in relation to pupil and staff information	✓		Application / interview