

St. Richard's Catholic College

Business Manager

Person Specification.

Criteria	Essential	Desirable
Education and Experience	<ul style="list-style-type: none"><li>● Experience of working in an educational establishment</li><li>● GCSE English and Maths at Grade C or above</li><li>● Proficient in Microsoft Office products, particularly Word and Excel</li><li>● A degree or other relevant qualification - ideally in accountancy, business management or a related discipline</li></ul>	<ul style="list-style-type: none"><li>● A school business management qualification e.g. DSBM/CSBM</li></ul>
Knowledge, abilities, skills and experience	<ul style="list-style-type: none"><li>● Line management experience</li><li>● Expert knowledge of financial management</li><li>● Expert knowledge of health and safety requirements in a school setting</li><li>● A good understanding of Safeguarding in a school setting</li><li>● Excellent attention to detail</li><li>● High professional standards, judgment, discretion and ability to maintain confidentiality.</li><li>● Experience of drafting and producing accurate financial information and reports</li><li>● Ability to meet deadlines.</li><li>● Previous use of accounting software e.g. Xero</li><li>● Effective communication and interpersonal skills</li><li>● Ability to build effective working relationships with</li></ul>	<ul style="list-style-type: none"><li>● Successful leadership and management experience in a school, or in a relevant field outside education</li><li>● Involvement in school self-evaluation and improvement planning</li><li>● Previous use of budgeting software and ARBOR</li><li>● Ability to communicate a vision and inspire others</li><li>● Contributing to staff development</li></ul>

	<p>staff and other stakeholders</p> <ul style="list-style-type: none"> <li>• Understanding of data protection and confidentiality</li> </ul>	
Personal Characteristics	<ul style="list-style-type: none"> <li>• Ability to work unsupervised</li> <li>• A team player willing to step in and help your colleagues</li> <li>• Flexible approach to the task in hand</li> <li>• Willing to undertake training as required</li> <li>• Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils</li> <li>• Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality</li> <li>• Embraces change well</li> <li>• Deals with difficult situations effectively</li> </ul>	
Other requirements	<ul style="list-style-type: none"> <li>• Suitability to work with children (A full DBS will be applied for)</li> <li>• Patient and resilient</li> <li>• Good sense of humour</li> <li>• Understanding of the School's ethos and values</li> </ul>	<ul style="list-style-type: none"> <li>• Driving license and own transport</li> </ul>