

Person Specification School Business Officer

Education and Qualifications

Essential:

- ✓ GCSE English and Maths - grade 4 / C and above

Desirable:

- ✓ A qualification in School Business Management / equivalent or working towards
- ✓ Accountancy qualification eg. CIPFA, AAT

Knowledge and experience

Essential:

An ability to demonstrate

- ✓ Experience of working effectively with a wide range of external partners
- ✓ Experience of a variety of financial management systems and processes and procedures
- ✓ Experience of working in an administrative environment
- ✓ A working knowledge of Health and Safety legislation

Desirable:

- ✓ Experience of a variety of HR, personnel and payroll processes and procedures
- ✓ Awareness and understanding of school / public sector finance / resources management information systems. e.g. SIMs, Scholarpack, IamCompliant
- ✓ An understanding of school management issues and the role of the Governing Body/Trust board
- ✓ Experience of budgetary management and control
- ✓ Proven achievement in successful negotiation of tendering, procurement, contracts, risk assessment, health and safety and traded services
- ✓ A working knowledge of facilities and premises management

Skills and abilities

Essential:

- ✓ Exceptional planning and organisational skills
- ✓ Excellent written and verbal communication
- ✓ Highly developed 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
- ✓ An ability to consult and share decision making with the CFO and trust business managers on finance, personnel, and health & safety.
- ✓ Give and follow clear instructions
- ✓ Ability to lead by example

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