



ASSISTANT SCHOOL BUSINESS MANAGER - PERSON SPECIFICATION

Criteria required for this post

ESSENTIAL				DESIRABLE			
<i>Requirement</i>	<i>How Identified</i>	Met Yes No		<i>Requirement</i>	<i>How Identified</i>	Met Yes No	
EDUCATION, TRAINING AND QUALIFICATIONS							
Willingness to complete a CSBM or DSBM	Application form Certificates			Accounting qualification or Certificate of Schools Business Management (CSBM) qualification			
KNOWLEDGE & EXPERTISE							
High level of skills in effective staff motivation and development, including establishment of a positive performance culture delivering continuous school improvement	Application form Interview			Awareness and understanding required to carry out the role, including specific knowledge of autism and/or relevant legislation	Application form Interview		
Knowledge of project management and monitoring strategies	Application form Interview			Relevant knowledge of the issues and challenges unique to delivering services within a school community	Application form Interview		
Knowledge of funding bodies, regimes and strategic frameworks	Application form Interview						
Knowledge of government procurement processes and tender alert systems	Application form Interview						
EXPERIENCE							
Considerable experience of working in an office environment	Application form Interview			Relevant experience of the issues and challenges unique to delivering services within a school community	Application form Interview		

Experience of resource and Health and safety, Safer recruitment, rigorous monitoring and control procedures	Application form Interview						
Successful experience of implementing, developing and maintaining effective administrative systems in a busy office environment	Application form Interview						
SKILLS, ABILITIES AND PERSONAL ATTRIBUTES							
Ability to work constructively as part of a team, understanding school roles and responsibilities and your position within these	Application form Interview						
Ability to organise own workload and that of others to meet conflicting deadlines	Application form Interview						
Ability to lead and motivate other staff	Application form Interview						
Excellent literacy and numeracy skills	Application form Interview						
Excellent ICT skills including Microsoft Excel and ability to use specialist software packages	Application form Interview						
Excellent written and verbal communication skills	Application form Interview						
Have a command of spoken English which is sufficient to enable the effective performance of the role, including the ability to speak with confidence and accuracy and the ability to listen and respond appropriately dependent on the audience	Interview						
Ability to self-evaluate your learning needs and actively seek learning opportunities	Application form Interview						
Ability to relate well to both children and adults	Application form Interview						
Tact and diplomacy in all interpersonal relationships with the public, students and colleagues at work	Application form Interview						

Ability to adapt to challenging situations and people and respond appropriately using negotiation and influencing skills to achieve objectives	Application form Interview						
Self-motivation and personal drive to complete tasks to the required timescales and quality standards	Application form Interview						
Flexibility to adapt to changing workload demands and new school challenges	Application form Interview						
Personal commitment to ensure that services are equally accessible and appropriate to meet the diverse needs of the students	Application form Interview						
Personal commitment to continuous self-development	Application form Interview						
Personal commitment to continuous school improvement	Application form Interview						
Personal commitment to the school's professional standards, including dress code as appropriate	Application form Interview						
OTHER REQUIREMENTS							