



St Mary's Catholic Primary

Glenure Road, Eltham, London SE9 1UF | 0208 850 7835
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 Co-Headteachers: Mr Jonathan Sims & Ms Clare Phipps
 Chief Executive: Mr David Garrido

Person Specification: Business Manager

QUALIFICATIONS	
Educated to Degree level, or equivalent related professional qualification	ESSENTIAL
School Business Manager specific qualification, or the willingness to undertake i.e. Fellow of NASBM, DSBM, CSBM	DESIRABLE
Recognised Management/Business Degree or equivalent qualification	DESIRABLE
EXPERIENCE	
Managing strategic financial planning	ESSENTIAL
Managing and monitoring budgets effectively, producing a wide variety of financial reports	ESSENTIAL
Considerable experience of all financial processes and operating procedures	ESSENTIAL
Managing and supporting teams	ESSENTIAL
Managing HR	DESIRABLE
Managing contracts	DESIRABLE
Managing premises	DESIRABLE
Managing within an educational environment	DESIRABLE
KNOWLEDGE AND SKILLS	
Excellent and proven financial skills	ESSENTIAL
Ability to deliver services and systems applicable for effective school management	ESSENTIAL
Full working knowledge of relevant policies/ codes of practice/ legislation	ESSENTIAL
Ability to deliver value for money initiatives	ESSENTIAL
Ability to use a range of ICT packages	ESSENTIAL
Understanding of promoting positive relationships with the wider school community	ESSENTIAL
Ability to solve problems and create innovative solutions	ESSENTIAL
Ability to lead teams and individuals	ESSENTIAL
Excellent communication skills – both oral and written	ESSENTIAL
PERSONAL QUALITIES	
Highly developed interpersonal skills including influencing skills	ESSENTIAL
Willingness and temperament to work in a challenging, changing environment	ESSENTIAL
Ability to constructively challenge the work of self and others to continually reflect upon and improve own and team performance	ESSENTIAL
Ability to work under pressure and meet deadlines	ESSENTIAL
Be able to handle sensitive information and issues appropriately	ESSENTIAL
TRAINING	
Evidence of Continuing Professional Development	ESSENTIAL