



Spirited • Scholarly • Supportive

Strand on the Green Junior School - Person Specification

Job title: School Business Manager

Salary and grade: Scale PO2 (£42,771-£45,750)

Contract: Full time, Permanent

School: Strand on the Green Junior School

Line manager: Headteacher

	Essential	Desirable
Experience	<p>Experience of working in a finance role.</p> <p>Experience of a fast-paced and varied work environment.</p> <p>Experience of dealing with adults from diverse backgrounds.</p>	<p>Experience of working in an HR role.</p> <p>Experience of working in a facilities management role.</p> <p>Experience of working in a school environment.</p> <p>Experience of working with children.</p> <p>Experience of managing colleagues.</p>
Qualifications	<p>At least GCSE Grade C (or equivalent) in English and Maths.</p> <p>Current First Aid qualification (preferably First Aid at Work), or a willingness to complete First Aid training.</p>	<p>A qualification relevant to school business management</p> <p>Undergraduate degree</p>
Professional Development	Commitment to continuing professional and personal development.	
Skills	<p>Ability to work on a wide variety of tasks and projects concurrently, while prioritising those that are most urgent or important</p> <p>Ability to report financial information clearly.</p> <p>Excellent communication, interpersonal and organisational skills.</p> <p>Proven ability to work under pressure and meet deadlines.</p> <p>Good computer literacy with a variety of IT packages, particularly Excel, and a willingness to work with new platforms.</p> <p>Excellent attention to detail.</p>	
Disposition	High expectations and professionalism.	



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	<p>Desire to work in a team.</p> <p>Enthusiasm and initiative – a ‘doer’.</p> <p>Flexibility and adaptability.</p> <p>Integrity and sensitivity.</p> <p>Supportive, positive attitude.</p>	
Other factors	<p>Proven commitment to equal opportunities.</p> <p>Commitment to the inclusion of pupils with special educational needs.</p> <p>Commitment to partnership with parents and the wider community.</p> <p>Commitment to safeguarding.</p>	<p>Willingness to be involved in the full life of the school.</p> <p>Knowledge and understanding of current issues affecting education.</p>