



St. Thomas of Canterbury Church of England Infant & Junior Schools Sawyers Hall Lane, Brentwood, CM15 9BX 01277 223606



admin@stthomasinf.essex.sch.uk

Business Manager Person Specification

It is expected that all who work at both Saint Thomas of Canterbury Church of England Infant School and Saint Thomas of Canterbury Church of England Junior School are sympathetic and supportive of the Schools' Christian ethos and distinctiveness in accordance with the Schools' vision statements.

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	An appropriate degree or professional equivalent eg AAT, ISBL qualification Successful experience of administrative work in a busy school environment or comparable experience level
	Knowledge of relevant policies and procedures	Practical experience of managing school accounts and computer systems, budget setting and setting up systems for financial management A working knowledge of the Diocesan, LA and DfE finance and premises systems and procedures A detailed working knowledge of payroll, personnel and employment issues
	Literacy	Good literacy skills
	Numeracy	Outstanding numeracy skills
	Technology	Highly competent IT skills
Communication	Written	Ability to instigate and produce complex returns and write detailed letters and reports
	Verbal	Ability to exchange highly complex information clearly and sensitively Ability to address SLT and Governing Body This is a public facing role and the successful candidate must speak fluent English.
	Languages	Use initiative to overcome any communication barriers with children and adults
	Negotiating	Highly effective negotiation skills and the ability to achieve best possible outcomes Ability to effectively manage difficult or controversial exchanges
Working with children	Behaviour Management	Understand and implement the school's Behaviour Management Policy, as required

	Curriculum/School organisation	Good understanding of the learning experience provided by the school in relation to the role
	Health & Well being	Understand the importance of physical and emotional wellbeing
Working with others	Working with partners	Establish effective relationships with those working in and with the school
	Relationships	Be able to create good relationships with pupils, parents, staff and governors Be accessible and approachable
	Team work	Work creatively within a team environment both as a manager and team member Be an exemplar for values and behaviours
	Information	Develop and implement effective systems to share and safeguard information
Responsibilities	Organisational skills	Experience of financial planning, financial management and budgetary control within an organisation Have the ability to plan and organise at both the tactical and strategic level
	Line Management	Experience of managing and motivating a team of staff would be desirable Offer dynamic and effective leadership Lead by example and be a role model
	Time Management	Excellent organisation skills, have a high level of initiative and be able to delegate effectively and appropriately Able to ensure that tight, strict deadlines are met
	Creativity	Demonstrate a highly creative approach to work Able to resolve complex problems independently
General	Equalities	Demonstrate commitment to treating all people fairly
	Health & Safety	An understanding of Health & Safety
	Child Protection	Good understanding and compliance with Child Protection procedures
	Confidentiality/Data Protection	Good understanding of and compliance with procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Able to effectively evaluate own performance Ability to transfer new knowledge to the workplace and share knowledge on a practical level to team members