



Tranmere park Primary School

PERSON SPECIFICATION: Business Manager SO2/ PO1

CRITERIA	Essential / Desirable
Experience/Knowledge of:	
<ul style="list-style-type: none"> • Office administration and organisation • Budgetary and financial systems • Making sound judgements in relation to 'best value' practice • Experience of working in a school environment. • Leadership experience – a minimum of 3 years. • Experience of school based systems inc SIMS, FMS, on-line payments • Successfully applying for funding bids and other fundraising streams of income. • Human resource management. • Facilities management. • Finance qualification or qualification in School Business Management • Good level of education including excellent literacy and numeracy skills • Knowledge of Safeguarding; DBS SCR etc 	E E E D E D E E E E E E
Technical/Job related skills	
<ul style="list-style-type: none"> • IT proficient – excellent, sound knowledge and ability to use software packages. • Accurate, speedy keyboard skills. • Effective organisational skills. • Excellent oral and written skills. • Prepare, write and present reports on a wide range of topics for the H.T. and Governing Body. • Ability to lead, manage and motivate staff. 	E E E E E E
Personal job related skills	
<ul style="list-style-type: none"> • Commitment to quality and continuous improvement. • Accuracy and attention to detail. • Confidentiality and professionalism. • Integrity and honesty. • Able to work within a strategic team. • Able to keep calm and work under pressure. • Able to prioritise work and use own initiative. • Well presented and able to create good first impressions both personally and within the organisation. • Networking skills – ability to communicate with other professionals. • Customer orientated, and aware of the full range of stakeholders in a school context. • Excellent communication skills • Excellent time management skills and the ability to meet tight deadlines 	E E E E E E E E E E D E E E E

<ul style="list-style-type: none"> • Able to solve problems and create innovative solutions. • Dependable and reliable with an excellent attendance record 	E E
Other requirements	
<ul style="list-style-type: none"> • Willingness to be flexible with working hours to respond to school's needs. • Commitment to uphold all school/Local Authority including equalities, data protection and health & safety policies. • Knowledge of GDPR regulations and how this impacts on School. • Knowledge of Health and Safety relevant to a school environment • Experience of premises and grounds maintenance administration • Promoting the school's vision and ethos • Ongoing relevant professional development 	E E D D E E E
Applicants will be assessed using a variety of different tasks which will be advised after shortlisting	