

# SACRED HEART CATHOLIC PRIMARY SCHOOL

## Person Specification Business Support Manager (Grade 8)

For this job we are looking for:

Considerable experience of working in an office environment at a senior level and managing other support staff.

Possession of Certificate of Schools Business Management qualification (CSBM) or willingness to work towards with support of the School.

Excellent numeracy and literacy skills. A high level of skills in effective staff motivation and development, including establishment of a positive performance culture delivering continuous school improvement.

Excellent ICT skills and to be able to effectively use specialist software packages such as FMS and Access Education (HCSS).

A full knowledge of the legislative framework of schools and education.

Experience of resource and financial management, formulating budgets, rigorous monitoring and control procedures.

Successful experience of implementing, developing and maintaining and effective administrative systems in a busy office environment.

Knowledge of project management and monitoring strategies.

Ability to adapt to challenging situations and people and respond appropriately using negotiation and influencing skills to achieve objectives.

Ability to lead and motivate other staff.

Ability to organise own workload and that of others to meet conflicting deadlines.

Excellent written and verbal communication skills.

Ability to relate well to children and adults.

Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these.

Ability to self-evaluate your learning needs and actively seek learning opportunities.

The role-holder must 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.

### Personal Style and Behaviour

Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work. Self-motivation and personal drive to complete tasks to the required timescales and quality standards.

The flexibility to adapt to changing workloads demands and new school challenges.

Personal commitment to ensure that services are equally accessible and appropriate to meet the diverse needs of the service users.

Personal commitment to continuous self-development.

Personal commitment to continuous school improvement.

Personal commitment to the school's professional standards, including dress code as appropriate.

Be willing to consent to and apply for an enhanced disclosure check to the DBS (Disclosure and Barring Service).