

School Business Manager & GRADE 9 - PERSON SPECIFICATION

Qualifications & Training	Essential	Desirable	How Assessed
Degree or equivalent relevant qualification Evidence of continuing professional development	Х		Application Form & Interview
Skills & Knowledge	Essential	Desirable	How Assessed
Significant experience in an administrative/management role, preferably in a school or education setting Experience of HR processes such as recruitment, induction, appraisal, training Experience in financial management, budgeting and	X	X	Application Form & Interview
procurement Experience in premises/facilities management Ability to analyse data and produce detailed reports Knowledge of relevant legislation e.g. health & safety, data protection		X X X	
IT literate with expertise in Microsoft Office applications Ability to maintain confidentiality and deal with sensitive situations	X		
Knowledge of school information management systems	X		
Safeguarding	Essential	Desirable	How Assessed
Understanding of current statutory processes, procedures and associated documentation	Х		Application Form & Interview
Personal attributes	Essential	Desirable	How Assessed
Excellent organisational, time management and prioritisation skills	X		
Strong communication and interpersonal skills	X		

Safeguarding Statement

Garsington CE Primary School and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.