



JOHN HENRY NEWMAN CATHOLIC COLLEGE

Heart Speaks To Heart

Person Specification

School Business Manager
G Band - £52,805 to £59,477 FTE

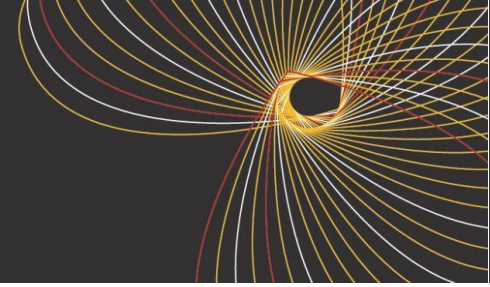


Leading Parent
Partnership Award

2017-2020

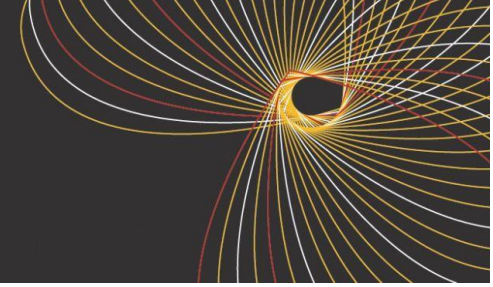


Artsmark
Platinum Award
Awarded by Arts
Council England

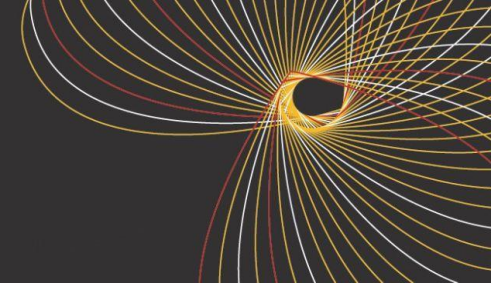


School Business Manager – Person Specification

	Essential Criteria	Desired Criteria	Measured by
Education & Qualifications	<ul style="list-style-type: none">• Minimum 5 GCSEs grade A-C (or equivalent) inc. English and Maths• Evidence of Continuing Professional Development	<ul style="list-style-type: none">• Finance or Business Manager Qualifications	Application Form Certificates
Skills & Abilities	<ul style="list-style-type: none">• Ability to communicate effectively, through emails, letters, reports and presentations, complex and technical financial issues and information in a concise and understandable manner• The ability to compile concise, accurate and contextually sound reports for consideration by the School leadership groups and Governors• Advanced financial management skills.• Proven negotiating and challenging skills and the ability to influence with tact, diplomacy and respect.• Ability to prioritise (and de-prioritise) effectively and to deal with competing demands from colleagues• Proactive approach to progressing and resolving issues in collaboration with others alongside a creative approach to generating new ideas and solutions• Ability to produce accurate quality controlled work under pressure and meet set deadlines• Proficient in the use of relevant equivalent office software including E-mail, excel, word and presentations		Application Form Interview References



	<ul style="list-style-type: none">• Ability to use Financial systems and software packages		
Experience & Knowledge	<ul style="list-style-type: none">• Experience of working to deliver tangible outcomes• Experience of managing a financial team and working closely with other teams to deliver tangible outcomes• Sound understanding of Financial Procedures and the financial cycle• Knowledge of Financial Regulations and Standing Orders• Relevant Legislation affecting financial matters• Technical knowledge of accounting requirements• Experience of delivering value for money services including the application of “lean” principles or equivalent techniques• Creative and innovative approach to problem solving• Ability to develop financial policies and task procedure notes for others to follow• Experience of working with and checking other people’s reports and ensuring the financial implications are sound, accurate and timely• Experience of dealing with internal and external auditors on financial and other issues	<ul style="list-style-type: none">• Experience of working in a school and working on budgeting, final accounts, monitoring, statistical and other financial returns and analysing financial data.• Understanding of school funding regime• Experience of managing multi-disciplinary teams• Project management experience and skills	Interview References
Core/Leadership Qualities	<ul style="list-style-type: none">• Self Awareness: learns continuously and effectively adapts behaviour in response to feedback• Personal Effectiveness: makes things happen;		Interview References



	<ul style="list-style-type: none"> operates with resilience, flexibility and integrity • Communication: shares and listens to information, opinions and ideas, using a range of effective approaches • Service Delivery: understands customer needs and responds appropriately • Leading change • Thinks strategically • Improving and managing performance • Drive for results and value for money • Problem solving and decision making effective working relationships 		
Other requirements	<ul style="list-style-type: none"> • Demonstrable track record of forging effective working relationships with people from a range of service and professional disciplines • Individual roles may require the post-holder to work outside of normal office hours • Supportive of the ethos of John Henry Newman Catholic College 	<ul style="list-style-type: none"> • Political awareness of local and national issues relevant to the job role 	Interview

Requirements of the post

Our Lady and All Saints Multi Academy Company, has a responsibility for and is committed to the safeguarding and promoting the welfare of children, young people and vulnerable groups. All employees and volunteers are expected to share this commitment and to obtain an Enhanced Disclosure and Barring Service check (DBS). Any offer of employment will be subject to the below pre-employment checks.

- Evidence of entitlement to work in the UK and essential qualifications
- Two good references
- Evidence of a satisfactory safeguarding check e.g. an Enhanced DBS Disclosure
- Confirmation of medical fitness for employment
- Registration with appropriate bodies

An online search will also be carried out as part of due diligence on all shortlisted candidates.

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974, 2013 and 2020.



Heart
Speaks
to
Heart

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For every child to know they are loved and to develop a relationship with Jesus through 'Heart Speaks to Heart'.