



Princes Primary School

PERSON SPECIFICATION

The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only.

	Essential	Desirable
1. Qualifications and Training		
GCSEs (A*-C/5 or above) in Maths and English or equivalent OR relevant qualification at level 2 (or equivalent)	✓	
Educated to degree level		✓
Relevant school business/administrative qualifications e.g. Certificate in School Business Management		✓
A relevant professional management qualification		✓
Willingness to work towards relevant school-related qualifications as appropriate	✓	
Training in systems implemented by school	✓	
2. Experience		
At least one year's experience at Senior Level in Education or in Financial Management, with a successful track record or substantial post-qualification professional experience (5 years+) in senior management within a school business management context	✓	
Extensive experience using financial systems, processes and procedures	✓	
Experience of successfully applying for grants and good grant writing skills.		✓
Line management experience with teams and individuals.	✓	
Experience in payroll input and reconciliation	✓	
Advising and supporting management on financial matters	✓	
Experience carrying out financial reporting and seeking best value	✓	
Experience in business administration using relevant systems, processes and procedures	✓	
Experience of monitoring budgets effectively, understanding financial information and ensuring financial propriety in the context of current legislation & best practice	✓	
To be able generate income streams	✓	
To have a current knowledge of site maintenance and development issues and appropriate knowledge of Health and Safety requirements, while having a working understanding of risk assessment techniques.	✓	
Successful leadership and management within a school office/educational environment		✓
Successful track record of leading & managing complex projects from inception to completion	✓	
Experience of project management		✓
Experience using Access Finance or FMS	✓	
Experience using Arbor or SIMS	✓	

		Essential	Desirable
	Experience managing school finances, carrying out financial reporting and seeking best value		✓
	HR processes and procedures, staff recruitment & induction	✓	
	Managing Health & Safety in the workplace	✓	
3. Knowledge and Skills			
	Able to influence decision making within a large organisation	✓	
	Knowledge/understanding of regulatory and legislative requirements in relation to finance, administration and HR	✓	
	Able to deliver and drive forward value for money initiatives	✓	
	Able to deliver services and systems applicable for effective financial and administrative management	✓	
	Knowledge of financial procedures, regulations and business management (including HR)	✓	
	Knowledge of child protection procedures and safeguarding including the principles of safer recruitment and the requirements of the Single Central Record		✓
	Understanding of school admission procedures and policies		✓
	Knowledge of Microsoft Office packages (Excel and Word)		✓
	Knowledge of the requirements of DfE statutory data returns		✓
	Knowledge of school-based financial management systems		✓
	Knowledge of school funding, income and expenditure streams and their administration e.g. free school meals		✓
	Awareness of the role of Health & Safety in schools		✓
4. Professional and Personal Qualities			
	Belief that every student should have access to an excellent education regardless of background.	✓	
	A commitment to the School's core purpose around giving children the best possible Catholic education	✓	
	A commitment to supporting the ethos of the School	✓	
	Willingness and commitment to Professional Development	✓	
	To have excellent attendance and punctuality	✓	
	Ability to persuade, motivate, negotiate and influence	✓	
	Ability to self-evaluate learning needs and actively seek learning opportunities	✓	
	Commitment to high educational, professional and personal standards, acting with integrity and honesty to safeguard the financial probity and reputation of the school	✓	

		Essential	Desirable
	Understanding of promoting positive relationships with the wider school community	✓	
	Thinks and acts strategically by reflecting and analysing and making sound ethical judgements	✓	
	Works to high levels of accuracy	✓	
	Pursues a shared vision with enthusiasm and determination	✓	
	Willingness to continually improve own and team performance	✓	
	Effective communication skills — both written and verbal	✓	
	Ability to communicate a vision and inspire others	✓	
	Commitment to ensuring the best outcomes for all pupils.	✓	
	Empathy and respect for children, parents and their needs	✓	
	A calm manner and a good sense of humour	✓	
	Approachable, committed and resourceful	✓	
	Able to manage stressful and challenging situations	✓	
	Professional appearance and presentation	✓	
	Prepared to work flexibly and adapt to changing needs	✓	
	Fairness, empathy and listening skills	✓	
	Integrity, confidentiality and discretion	✓	
	Tenacity and the ability to work effectively under pressure	✓	
	Proven capacity to work innovatively and independently	✓	

The requirements listed below are not considered during the job evaluation process, but are essential requirements for the role that will be assessed during the recruitment process.			
Disclosure of Criminal Record:			
	The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced and Barring List Disclosure from the Disclosure and Barring Service (if ticked as an essential requirement).	✓	
	If the post-holder requires a DBS disclosure the candidate is required to declare full details of everything on their criminal record.	✓	
	If the post-holder does not require a DBS disclosure the candidate is required to declare unspent convictions only.		N/A
The employment checks are required:			
	Evidence of entitlement to work in the U.K.	✓	
	Evidence of essential qualifications	✓	
	Two satisfactory references	✓	
	Confirmation of medical fitness for employment	✓	
	Registration with appropriate bodies (where applicable)	✓	