



PERSON SPECIFICATION

SCHOOL: Lantern Lane Primary & Nursery School
 POST TITLE: School Business Manager
 DATE: October 2021

| FACTOR | ESSENTIAL | DESIRABLE |
|---|---------------------------------|-------------|
| Experience <ul style="list-style-type: none"> • Significant experience in school administration, or other similar post involving carrying out a wide range of administrative duties • Experience of financial management, cash handling, budget planning and reconciliation in schools, or another similar post • Proficiency in the use of Microsoft Office (Word, Excel, Outlook, Office 365, Internet Explorer) • Experience of health & safety management in schools, or other similar organisation • Experience of HR management in schools, or other similar organisation | X X X | X X |
| Education and Training <ul style="list-style-type: none"> • A good standard of secondary education to A level or equivalent • Excellent literacy and numeracy skills gained from GCSE/ O' level/NVQ2 standard or equivalent • Qualification to demonstrate proficiency in the use of Microsoft Office packages and typing • Trained in the use of school finance systems • Relevant health & safety training | X X | X X X |
| Knowledge <ul style="list-style-type: none"> • To have knowledge of FMS, SIMS.net, BMS, LA and DfE systems • To have knowledge of other operational systems used by schools | | X X |
| Skills/Aptitudes <ul style="list-style-type: none"> • Initiative and drive • Ability to work to tight deadlines, priorities and multi-task • Excellent computer skills – use of keyboard with precision and accuracy, working with a variety of IT systems, eg Word, Excel, Outlook • Ability to work flexibly • Excellent numeracy/literacy skills • Excellent interpersonal and communication skills • Excellent organisational skills | X X X X X X X | |

| Specific Requirements | | |
|---|---|--|
| •To demonstrate an excellent standard of written and spoken English | x | |
| •Understanding the implications of the Data Protection Act and other legislation to ensure confidentiality of records and information is maintained | x | |
| •Suitable to work with children | x | |