



**ST. PETER AT GOWTS
CofE PRIMARY SCHOOL**

Unlocking the potential in all,
empowering a community of hope.

St Peter at Gowts Church of England Primary School
Pennell Street
Lincoln
LN5 7TA

School Business Manager
Person Specification

Person Specification	Essential / Desirable
Qualifications and Training	
GCSE or equivalent grade 5 or above in English and Maths	E
NVQ and / or Degree level management / business qualification eg DSBM, CSBM or equivalent	E
Health and Safety in the workplace qualification	D
Safeguarding training/ safer recruitment training, GDPR (or willingness to complete in probationary period)	D
First aid training (or willingness to complete)	D
Experience	
5 years relevant experience working in an office environment as a proven strong, successful leader	E
Working within a school in a similar role	D
Experience of Human Resources, payroll and health and safety matters	E
Experience and detailed knowledge of budget management	E
Estate management and related compliance requirements	E
Leadership and management of teams	E
3 years of financial management including strategic financial planning, budgets and financial reporting; preferably in an education setting.	E
Experience of successful fundraising, bid writing and / or grant applications	D
Knowledge and Skills	
A clear understanding of the vision for a Church of England School	E
Health and Safety knowledge and understanding	D
Knowledge of IT systems	E
An understanding of Teaching and Learning	D
Experience of maintaining complex financial information systems and making payments	E
Knowledge and experience of health and safety, first aid, medical, and fire safety regulations and requirements	D
Up-to-date knowledge of statutory regulations and guidance relating to the post	D
Understand national and regional educational services and how an administrative support service within a school is run	E
Analyse data and plan an appropriate course of action for improvement.	E
Review systems to ensure the robust evaluation of performance and actions to secure improvements.	E
Lead and manage team/s to successfully achieve agreed goals.	E

Develop and deliver effective and inspirational professional development for staff (including mentoring and coaching as appropriate).	E
Contribute effectively to the work of the headteacher and senior leadership team	E
Deal successfully with situations that may include tackling difficult situations and conflict resolution	E
Work successfully with a range of external agencies	E
Experience of working with Integris, Business World	D
Personal Attributes	
Communicate effectively to a range of audiences in accurate spoken and written English. Able to clarify and explain instructions clearly.	E
Commitment to an ethos of high standards, personal fulfilment and academic/ personal success	E
Good attendance	E
Support, motivate and inspire both colleagues and pupils by leading through example.	
Excellent organisational, communicating and problem solving skills, with the ability to use own initiative and work proactively both in a team and independently.	E
Be an effective team player that works collaboratively and effectively with others.	E
A willingness to go above and beyond	E
Motivation to make a difference to the lives of children	E
Energy, stamina and determination	E
A sense of humour and ability to remain calm under pressure	E
Build and maintain effective relationships <ul style="list-style-type: none"> • Prioritise, plan and organise themselves and others • Seek and take account of the views of others • Develop effective teamwork • Effective leadership and development of a positive culture within teams • Able to generate enthusiasm with pupils and parents 	E
Commitment and promotion of the school's vision and values	E
Able to plan time effectively and meet deadlines	E
Convey personal enthusiasm and commitment	E
Loyalty with respect for confidentiality	E
Able to contribute to wider school initiatives and developing links between school, home and the community	E
Commitment to keeping up to date with local and national initiatives	E