



## Hutton Church of England Grammar School and Sixth Form School Business Manager

### Person Specification

*Note: Candidates failing to meet any of the essential criteria will automatically be excluded.*

<b>A] Christian ethos</b>	<b>Essential/ Desirable</b>	<b>Source</b>
Fully supportive of, and committed to maintaining and enhancing, the distinctly Christian ethos of the school	<b>E</b>	<b>A/I/R</b>
<b>B] Qualifications</b>		
Minimum of grade C in GCSE English and Mathematics (or equivalent)	<b>E</b>	<b>A</b>
Recognised initial qualifications relevant to role, e.g. finance/ HR/project management/ School Business Management (or significant equivalent work-based experience in these areas).	<b>E</b>	<b>A/I/R</b>
Undergraduate degree	<b>D</b>	<b>A</b>
Certificate in School Business Management or Diploma in School Business Management	<b>D</b>	<b>A</b>
First Aid Qualification (or willingness to undertake training)	<b>D</b>	<b>A</b>
<b>D] Experience and knowledge</b>		
Previous experience in a financial role using financial computer-based management systems	<b>E</b>	<b>A/I</b>
Budget forecasting, preparation and monitoring	<b>E</b>	<b>A/I</b>
Office organisation and management	<b>E</b>	<b>A/I</b>
Sound knowledge of HR regulations	<b>E</b>	<b>A/I</b>
Excellent knowledge of computer-based information management and financial management systems	<b>E</b>	<b>A/I</b>
Excellent knowledge and experience of SIMS/FMS or equivalent school systems	<b>D</b>	<b>A/I</b>
ICT skills (including Word, Excel etc)	<b>E</b>	<b>A/I</b>
Good knowledge of statutory responsibilities and reporting requirements for schools in relation to finance, HR, premises management and	<b>E</b>	<b>A/I</b>

administration		
Knowledge and awareness of GDPR and the role of the DPO	<b>D</b>	<b>A/I</b>
Knowledge of the duties/role of Clerk to Governors	<b>D</b>	<b>A/I</b>
Experience of preparing and writing successful bids for grant funding	<b>D</b>	<b>A/I</b>
<b>E] Professional Attributes</b>		
Demonstrate an understanding of the needs of the pupils at our school and how these could be met	<b>E</b>	<b>A/I</b>
Excellent written and oral communication skills (assessed at all stages of the process)	<b>E</b>	<b>A/I</b>
Outstanding organisational skills and the ability to work independently	<b>E</b>	<b>A/I</b>
Adaptable and flexible to meet the needs of the school, its pupils, staff and parents	<b>E</b>	<b>A/I</b>
Show a commitment to sustained attendance at work	<b>E</b>	<b>I</b>
Knowledge and awareness of the vital links between curriculum and financial planning	<b>D</b>	<b>A/I</b>
Honesty, integrity and an awareness of the importance of confidentiality	<b>E</b>	<b>A/I</b>
Experience of successfully managing teams and other staff	<b>D</b>	<b>A/I</b>
<b>F] Personal Qualities</b>		
Ability to promote and assist with the implementation of the school's vision and values	<b>E</b>	<b>A/I</b>
Inspire, challenge, motivate and empower others to achieve high goals	<b>E</b>	<b>A/I</b>
Be a positive role model; a highly effective and respected representative of our school	<b>E</b>	<b>A/I</b>
Be approachable, person centred	<b>E</b>	<b>A/I</b>
Build and maintain quality relationships through interpersonal skills and effective communication	<b>E</b>	<b>A/I</b>
Demonstrate personal and professional integrity, including modelling Christian values and vision	<b>E</b>	<b>A/I</b>
Inspire trust and confidence across the school and community	<b>E</b>	<b>A/I</b>
Think analytically and creatively and demonstrate initiative in solving problems	<b>E</b>	<b>A/I</b>
Be aware of their own strengths and areas for development and listen to, and reflect constructively and act upon as appropriate, feedback from others	<b>E</b>	<b>A/I</b>
<b>The supporting letter should be clear, concise and related to the specific post, and should be no longer than 2 A4 typed pages in length using Arial point 11.</b>		