

Headteacher: Mrs. Wendy D'Arcy

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Inspiring Children to **shine**



Hardwicke Parochial Primary Academy
Poplar Way
Hardwicke
Gloucester
GL2 4QG

Telephone: 01452 720538

'walk as children of light'

Person specification – School Business Manager

Qualifications:

- Business manager specific qualification, e.g. DSBM, CSBM, ADSBM or Msc. In School Management
- NVQ Level 4 or degree level management/business qualification
- Evidence of recent CPD

Experience – show evidence of:

- Recent experience of working in an office environment as a proven strong successful senior leader.
- A whole School/Academy responsibility and experience of turning policy into effective and successful practice.
- Supervising and managing staff.
- Financial management including strategic financial planning, budgets and financial reporting; preferably in an education setting.
- Dealing with HR, payroll, and health and safety matters.

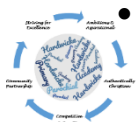
Professional knowledge:

- Experience of maintaining complex financial information systems
- Knowledge and experience of health and safety, first aid, medical, and fire safety regulations and requirements
- Understand national and regional educational services and how an administrative support service within a School/Academy is run
- Up-to-date-knowledge of statutory regulations and guidance relating to the post

Professional skills

Can demonstrate the ability to:

- Analyse data and plan an appropriate course of action for improvement.
- Review systems to ensure the robust evaluation of performance and actions to secure improvements.
- Organise, communicate and problem solve, with the ability to use own initiative and work proactively both in a team and independently.
- Lead and manage team/s to successfully achieve agreed goals.
- Be an effective team player that works collaboratively and effectively with others.



- Communicate effectively to a wide range of different audiences (verbal, written, using ICT as appropriate).
- Contribute effectively to the work of the headteacher and senior leadership team.
- Deal successfully with situations that may include tackling difficult situations and conflict resolution.
- Work successfully with a range of external agencies.

Commitment

Demonstrate a commitment to:

- Equalities and the Equality Act 2010
- Promoting Hardwicke Parochial Academy's vision and Christian identity
- High-quality, stimulating learning environment
- Relating positively to and showing respect for all staff members and the wider community
- Ongoing relevant professional self-development
- Safeguarding and child protection

Desirable criteria for the post

- An understanding of Teachers' and Local Government pay and terms of conditions.
- Ability to develop and deliver effective and inspirational professional development for staff (including mentoring and coaching as appropriate).
- Knowledge of schools-based and accounting software including PS Financials Accounting Software
- Experience of performance management of staff