



Eversley Primary School
School Business Manager
Person Specification

E = Essential

D = Desirable

Qualifications	
GCSE Maths and English or equivalent	E
Evidence of continuing professional development	D
School Business Professional Level 4 qualification	D
Experience	
Experience of working in schools	E
Experience in managing budgets and finance	E
Experience in financial reporting	D
Experienced in using RM Finance	D
Professional knowledge and understanding	
Knowledge and understanding of safeguarding policies and procedures	E
Understanding of Health & Safety Reporting	D
Knowledge of Scholarpack MIS	D
Skills, abilities and personal qualities	
Strong organisational and planning skills with ability to work independently and under own initiative	E
Excellent team working skills	E
Ability to build good relationships with staff, parents, pupils and other stakeholders	E
Ability to multi-task and prioritise to manage conflicting demands	E
Evidence of a commitment to equal opportunities policies and an understanding of their effective operation within schools	E
Good sense of humour	E
Passion for the job and enthusiasm to participate fully in whole school life	E