

## Ghyllside Primary School

Gillinggate, Kendal,

Cumbria.

LA9 4JB

Tel: 01539 814930

Email: admin@ghyllside.cumbria.sch.uk

Headteacher: Mr.H.B.Davies (BA. Hons)

### School Business Manager – Person Specification

Criteria	Essential	Desirable
<b>Qualifications</b>		
Educated to degree level		✓
Professional operational or finance related qualification	✓	
<b>Knowledge, Understanding &amp; Experience</b>		
In depth knowledge of statutory requirements, procedures and regulatory requirements relating to academies		✓
Experience of managing significant financial resources with a good appreciation of relevant regulatory frameworks, including a proven track record of successful budget management	✓	
Experience of managing payroll and HR		✓
Experience of effectively managing a team		✓
Experience of developing good working relationships with colleagues, stakeholders and contractors	✓	
<b>Skills &amp; Abilities</b>		
Strong interpersonal skills with the ability to communicate clearly and confidently at all levels	✓	
Excellent skills in strategic planning and strategic management of financial resources	✓	
Strong decision-making skills with the ability to make decisions and recommendations based on the analysis of options	✓	
Capable of delegating, motivating across different areas and guiding team effort towards efficient productivity and meeting objectives		✓
Ability to prioritise workloads in the face of conflicting demands, using own judgment to ensure the work is completed to time and deadline	✓	
Excellent ICT skills including a good level of competence in Microsoft Office and experience of financial packages e.g. PS Financials/Sage	✓	

**Our Mission:** Ghyllside Primary School – Growing Hearts and Minds

**Our Values:** Inspiring Healthy Inclusive Nurturing Experiences

A good capacity for data management and the ability to quickly become familiar with a Management Information System	✓	
The postholder must have an appreciation and general understanding of the Data Protection Act, Safeguarding legislation, the Equality Act and Codes of Ethics for confidentiality	✓	
<b>Personal Qualities</b>		
Candidates should be self-starters, have energy and enthusiasm for education and an educational environment and be able to work with a wide range of people, often under pressure	✓	
Emotional resilience	✓	
Work constructively as part of a team as well as initiative to drive own workload	✓	
The capacity to attend evening meetings	✓	
A smart and professional personal appearance	✓	
Strong commitment to the ethos of Ghyllside Primary School	✓	
Empathy for the needs of parents/carers	✓	
Willingness to engage in further training	✓	
The ability to ensure a sensible work life balance	✓	
Level headedness	✓	
A sense of humour, flexibility and proportion to approach the post in a well-balanced way	✓	

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