

Brill Church of England School
A Diocese of Oxford Primary Academy

The Firs, Brill, Aylesbury,
 Buckinghamshire HP18 9RY
 Telephone: 01844 237710
 Email: headteacher@brillschool.org.uk
 Headteacher: Mrs Louise White



SCHOOL BUSINESS MANAGER PERSON SPECIFICATION

FACTOR	ESSENTIAL	DESIRABLE	ASCERTAINED BY
QUALIFICATIONS	<ul style="list-style-type: none"> ➤ Accountancy or Financial Management qualification OR equivalent experience with demonstrable competency. 		<ul style="list-style-type: none"> ➤ Application Form ➤ Documentary Evidence
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> ➤ Financial experience including the management and operation of finance systems and procedures, including audits. ➤ Experience of managing budgets and financial reporting. ➤ An understanding of procurement, contracts, traded services. ➤ Experience of working effectively with a wide range of external partners. ➤ Able to contribute to school/management initiatives. ➤ Prepared to exercise judgment and use problem solving skills. ➤ Knowledge and understanding of Child Protection and Safeguarding legislation. 		<ul style="list-style-type: none"> ➤ References ➤ Interview
COMMUNICATION	<ul style="list-style-type: none"> ➤ The ability to communicate effectively in a verbal and written form. ➤ Ability to deal with outside agencies, children and parents. 		<ul style="list-style-type: none"> ➤ Application Form ➤ Interview
SKILLS AND APTITUDES	<ul style="list-style-type: none"> ➤ Energy, commitment, enthusiasm and a flexible approach to work. ➤ Ability to prioritise. ➤ Ability to negotiate. ➤ ICT skills including good working knowledge of Microsoft (Excel and Word). ➤ Willing to undertake sometimes extended and variable hours. 		<ul style="list-style-type: none"> ➤ Application Form ➤ References ➤ Interview ➤ Specific Qualifications or experience

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DISPOSITION	<ul style="list-style-type: none"> ➤ Ability to work and relate positively and effectively within a professionally passionate team. ➤ Ability to remain calm under pressure. 		<ul style="list-style-type: none"> ➤ Application Form ➤ References ➤ Interview
PERSONAL QUALITIES	<ul style="list-style-type: none"> ➤ Passionate about providing the best educational experience for pupils. ➤ Willingness to be involved in the wider life of the school. ➤ Good interpersonal skills. ➤ Maintain a good sense of humour. 		
SPECIAL REQUIREMENTS	<ul style="list-style-type: none"> ➤ An Enhanced Data Barring Service clearance is essential. ➤ A good health and attendance record. ➤ Comply with the Council's No Smoking at work, alcohol at work and health & safety policies. 		<ul style="list-style-type: none"> ➤ Documentary Evidence