



**Eltham C of E Primary School**  
**School Business Manager**  
**Person Specification**

	Essential/Desirable	Evidence
<b>A. Education and Experience</b>		
<ul style="list-style-type: none"> <li>• Certificate/Diploma in School Business Management or relevant professional qualification at degree level</li> </ul>	D	AF Proof
<ul style="list-style-type: none"> <li>• Formal qualifications in English and Maths</li> </ul>	E	AF Proof
<ul style="list-style-type: none"> <li>• Experience of working in a business environment (preferably in a school)</li> </ul>	E (D)	AF I
<ul style="list-style-type: none"> <li>• Minimum experience of 3 years of working at management level</li> </ul>	D	AF
<ul style="list-style-type: none"> <li>• Experience of budget and financial procedures</li> </ul>	E	AF
<ul style="list-style-type: none"> <li>• Operating calmly under pressure and meeting deadlines</li> </ul>	E	I T
<ul style="list-style-type: none"> <li>• Working as part of a team</li> </ul>	E	AF
<b>B. Knowledge and Understanding</b>		
<ul style="list-style-type: none"> <li>• A sound knowledge and understanding of financial regulations pertaining to schools</li> </ul>	E	AF I T
<ul style="list-style-type: none"> <li>• An understanding of Local Authority and DfE systems and procedures</li> </ul>	E	AF I
<ul style="list-style-type: none"> <li>• An understanding of terms and conditions of employment for school staff</li> </ul>	E	AF I
<ul style="list-style-type: none"> <li>• An understanding of the principles of Keeping Children Safe in Education 2025 and commitment to ensuring the health, safety and wellbeing of all children</li> </ul>	E	AF I
<ul style="list-style-type: none"> <li>• An understanding and commitment to equal opportunities</li> </ul>	E	AF I
<ul style="list-style-type: none"> <li>• Sound knowledge of school-based software</li> </ul>	E	AF I
<ul style="list-style-type: none"> <li>• Sound knowledge of Microsoft Office, including Excel</li> </ul>	E	AF I T
<ul style="list-style-type: none"> <li>• Knowledge of Health and Safety legislation</li> </ul>	D	AF I
<ul style="list-style-type: none"> <li>• The value of a well organised school office</li> </ul>	E	AF I
<ul style="list-style-type: none"> <li>• Needs of a whole school community</li> </ul>	E	AF

		I
<b>C. Skills and Abilities</b>		
<ul style="list-style-type: none"> <li>Excellent financial management and analytical skills</li> </ul>	E	AF I T
<ul style="list-style-type: none"> <li>Excellent verbal and written communication skills</li> </ul>	E	AF I T
<ul style="list-style-type: none"> <li>High level of literacy, numeracy, digital literacy and IT skills</li> </ul>	E	AF I T
<ul style="list-style-type: none"> <li>Ability to maintain confidentiality and discretion at all times</li> </ul>	E	AF I
<ul style="list-style-type: none"> <li>Ability to lead and manage other members of staff</li> </ul>	E	AF I
<ul style="list-style-type: none"> <li>Ability to relate well to children</li> </ul>	E	AF I
<ul style="list-style-type: none"> <li>Ability to self-evaluate learning needs and actively seek professional development</li> </ul>	E	AF I

AF – Application Form

I – Interview

T - Task

