



Employee Specification Form

Post Number	
Job Title	Business Manager Band F
Department	Greasby Infant School
Prepared by and date	Headteacher November 2024

Important - Study "Explanatory Notes" printed overleaf before completing form

Essential Personal Attributes	Stage Identified	Desirable Personal Attributes	Stage Identified
Qualifications <ul style="list-style-type: none"> Administrative/Business Management National Qualifications Level 4 or Certificate of School Business Management (or equivalent) GCSE English and Maths or equivalent 	APP	<ul style="list-style-type: none"> Certificate in School Business Management A relevant Management or professional qualification ICT Qualifications 	APP
Experience <ul style="list-style-type: none"> Experience of financial policies, processes and budgetary management Experience of administering policies and document control Experience of working in an office environment at a senior level Successful evidence of team management and leadership Ability to facilitate efficient and effective site management services Ability to produce management information reports e.g. SIMS Dealing with public by telephone or face to face 	APP/INT	<ul style="list-style-type: none"> Knowledge of Health and Safety Experience of clerking and governance Knowledge of Early Years Funding Entitlement Experience of data collection e.g. Census and SIMS 	APP/INT
Knowledge and skills <ul style="list-style-type: none"> Knowledge of business and administration management including finance and procurement Analytical skills for interpreting data and complex information Proven negotiation and influencing skills Effective use of ICT packages such as Word, Excel and Google Drive Proven ability to prioritise own and team workloads to meet deadlines Effective decision making skills Ability to work under pressure effectively and productively Effective people management skills demonstrating clear leadership, direction and motivation Ability to plan and develop administrative systems Excellent communication skills at all levels Work constructively as part of a team, understanding school roles and responsibilities and own position therein Demonstrate initiative and flexibility to problem solving 	APP/INT	<ul style="list-style-type: none"> Ability to relate well to children and adults Full working knowledge of school-based policies / codes of practice and relative legislation A commitment to continuing professional development 	APP/INT
Special Requirements <ul style="list-style-type: none"> Effective interpersonal and communication skills both verbally and in writing 			

<ul style="list-style-type: none"> • Ability to work flexibly to meet the needs of the school • Commitment to support the school's vision, values and ethos • Enthusiasm for creating a happy and efficient office environment • Ability to relate well to all stakeholders – children, staff, parents, governors and visitors 		<ul style="list-style-type: none"> • Willingness to participate in the wider life of the school • Willingness to see advice and support and respond to it constructively • May prepare and submit bids for funding 	
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Employee Specification Form

These notes should be studied carefully before completing the form overleaf.

List the personal attributes required to fulfil the duties listed in the job description.

They must be:

- set at a level appropriate to the work to be done and *not* higher than necessary
- stated clearly and specifically
- entirely job related

Essential or Desirable

- Essential

Those requirements without which a candidate would be simply unable to do the job.

Any candidate who does not meet the essential requirements must be rejected.

Examples could be the possession of current driving licence or relevant qualification.

- Desirable

Those requirements which are desirable, but not essential.

A candidate should not be rejected for failing to meet any single desirable requirement.

Examples for certain jobs could be local government experience or knowledge of new technology.

Personal Attributes

- Qualifications

What qualifications, if any, should the postholder possess?

To what level

- Experience

What experience, if any, is relevant?

- Knowledge and Skills

Is there any knowledge (other than that covered by qualifications listed) or skills which are relevant? What should the postholder be able to do?

Do not list attributes which cannot be measured, eg “pleasant personality”, “flexible outlook”. Identify only what the postholder needs to do that requires him/her to be pleasant and flexible. Is it that the person needs to communicate effectively with callers (pleasant) or will need to work flexible hours (flexible).

Try to specify the levels of skills that are required, eg if numeracy is specified as a requirement, you should indicate the levels of skill, ie keeping records of petty cash or able to control and monitor substantial budgets.

- Special Requirements

Are there any conditions of service which differ from the norm and with which the postholder must comply? eg live-in requirements, flexible working hours, weekend working.

Stage Identified

Indicate at which stage in the selection process the personal attribute is to be identified, eg application form, interview, tests, references, etc