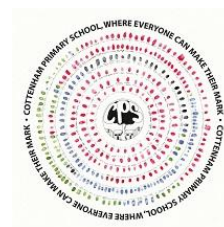


COTTENHAM PRIMARY SCHOOL



POST: Assistant School Business Manager

Person Specification

Person Specification The School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.			
	Essential These are qualities without which the applicant could not be appointed.	Desirable These are extra qualities which can be used to choose between applicants who meet all the essential criteria.	Method of Assessment
Knowledge / qualifications	- Educated to GCSE level or equivalent (A-C in English and maths) - Sound understanding of Microsoft packages - Knowledge of HR processes, Health & Safety & First Aid Administration - Knowledge of Finance processing & Procurement - First Aid at Work qualification	- Educated to A level - IOSH Managing Safely - AAT Level 3 - Paediatric First Aid	Application Form Production of Applicant's certificates
Experience	3-5 years of relevant administrative experience - Experience of HR systems, processes and procedures - Experience of using accounting software - Experience of working in a busy office environment & procurement services - A working knowledge of Health and Safety legislation, including risk assessments - Previously held or willingness to gain a Paediatric First Aid certificate	- Project management experience - AP/AR invoice processing - Experience of contract negotiation - Previously held a Health & Safety Co-ordinator and/or Fire Officer role, or equivalent	Application form Interview References
Skills and aptitudes	- Excellent planning and organisational skills, including adherence to deadlines - Good presentation skills	- Ability to use ICT skills for reporting and analysis purposes - Excellent interpersonal skills	Application Form Interview References

	• Able to relate well to children and adults • Strong ICT skills		
Problem Solving and Decision Making	• Ability to obtain information from school and external sources • Listens and asks questions to gather and objectively analyse data and get to the heart of a problem and identify action required	• Comes up with new and innovative approaches to tackling problems • Anticipates and pre-empt problems based on knowledge and experience	Application Form Interview References
Teamwork and Collaboration	• Recognised and respects different perspectives and understands the benefits of being open to the ideas and views of others • Supports colleagues and willingly offers appropriate advice and assistance • Is proactive in responding to the needs of customers and shows a willingness to assist to resolve customer issues • Takes personal responsibility for following through and resolving problems in a timely manner	• Constantly seeks to improve services • Acts to promote good working relationships and resolve conflict	Application form References Interview
Effective Communication	• Shares information with others and knows what to communicate and when • Adapts style of communication to suit a variety of different audiences in a persuasive way which is clearly understood • Listens well to others and provides prompt and appropriate responses	• Builds and maintains effective working relationships and informal networks to achieve results	Application Form References Interview
Other requirements	• A total commitment to equal opportunities • A high level of motivation, a positive disposition and a willingness to be involved at all levels • To have a strong awareness of professionalism and confidentiality when dealing with all duties • Comply with safeguarding checks, including an enhanced DBS check		Application Form References Interview