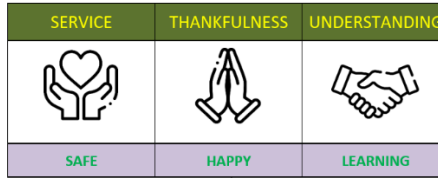


All Saints Interchurch Academy
County Road, March, Cambridgeshire, PE15 8ND

Headteacher and Accounting Officer: Mr D Pickard



School Business Manager

Person Specification

Essential	Desirable
<ul style="list-style-type: none"> ▪ NVQ 4 or Degree or equivalent qualification or equivalent in relevant discipline 	<ul style="list-style-type: none"> ▪ An understanding of Teachers' and Local Government pay and terms of conditions.
<ul style="list-style-type: none"> ▪ Qualified for AAT or equivalent. 	<ul style="list-style-type: none"> ▪ ACCA, CIMA, CSBM, DSBM, ADSBM or BSc (Ed Mgmt) - part or fully qualified desirable.
<ul style="list-style-type: none"> ▪ Full working knowledge of relevant policies/codes of practice/legislation. 	<ul style="list-style-type: none"> ▪ Knowledge of schools-based software
<ul style="list-style-type: none"> ▪ Knowledge of budgets/accounts 	<ul style="list-style-type: none"> ▪ Previous experience of working in a school environment.
<ul style="list-style-type: none"> ▪ Good understanding of confidentiality and data protection. 	
<ul style="list-style-type: none"> ▪ Knowledge of project management practices. 	
<ul style="list-style-type: none"> ▪ Ability to interpret advice/statute and to devise policy/practice in the light of these. 	
<ul style="list-style-type: none"> ▪ Excellent numeracy/literacy skills. 	
<ul style="list-style-type: none"> ▪ Ability to manage a multi-disciplinary team effectively. 	
<ul style="list-style-type: none"> ▪ Ability to relate well to children and adults. 	
<ul style="list-style-type: none"> ▪ Ability to persuade, motivate, negotiate and influence. 	
<ul style="list-style-type: none"> ▪ Ability to self-evaluate learning needs and actively seek learning opportunities. 	
<ul style="list-style-type: none"> ▪ Demonstrable people management experience 	
<ul style="list-style-type: none"> ▪ Strong organisational skills. 	
<ul style="list-style-type: none"> ▪ Strong interpersonal skills. 	
<ul style="list-style-type: none"> ▪ Good IT skills including databases, and schools financial systems. 	
<ul style="list-style-type: none"> ▪ Excellent communication skills both face to face and on the telephone. 	
<ul style="list-style-type: none"> ▪ Accuracy and attention to details. 	
<ul style="list-style-type: none"> ▪ Committed to customer service. 	
<ul style="list-style-type: none"> ▪ A team player 	

<ul style="list-style-type: none"> ▪ Commitment to quality and continuous improvement. 	
<ul style="list-style-type: none"> ▪ Ability to work under pressure. 	
<ul style="list-style-type: none"> ▪ Several years' experience working in a business environment at a management level. 	
<ul style="list-style-type: none"> ▪ Experience of understanding financial information, managing budgets effectively and ensuring financial propriety with school procedures and current Local Government Finance legislation. 	
<ul style="list-style-type: none"> ▪ Experience of project management, planning, managing and monitoring of work 	
<ul style="list-style-type: none"> ▪ Experience of book-keeping 	