

The Westminster School

**Personnel Specification**

**Post Title:** School Business Manager

**Salary:** Band G (SCP 32-37)

The Personnel Specification outlines the main attributes needed to adequately perform the post specified. In drawing together the specification, a critical examination of the job description has been undertaken to pinpoint those elements of the post deemed as essential.

The Personnel Specification is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and short-listing candidates.

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|  | Essential Requirements | How Identified |
| 1. Physical | * A good attendance record. Candidates should have less than 4 absences in the last 6 months or not more than 10 days absence over the last 12 months prior to the closing date of the post. * Any absences relating to a disability or any other incapacity will be viewed sympathetically and will be considered if fully explained. Due regard will be made to the need to make reasonable adjustments in line with the requirements of the Equality Act 2010. (This information will be obtained from successful candidate after conditional offer of employment has been made). | Job and Medical History from application form and reference. Performance in interview process. |
| 2. Qualifications | * Degree or higher      * CSBM or higher      * GCSE ‘C’ grade (or equivalent) in English and Mathematics | Formal possession of an appropriate qualification to be verified at interview or from records. |
| 3. Experience | Successful experience of:     1. Team leadership and management of a team of ten or more. 2. Resource management, human resources and finance 3. Office administration 4. Co-ordinating external agencies and contractors | Past employment activity record.  Performance in related selection methods eg. presentation, group discussion |
| 4. Training | Willingness to extend own knowledge and skills through continued professional development. | Past training history from application form and records. Selection process by |

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|  |  | demonstration of ability to display knowledge and skills at interview. |
| 5. Special  Knowledge | Knowledge of :   1. Employment legislation and systems 2. Administration systems 3. Ability to use ICT systems, including word processing, spreadsheets, internet. 4. Health and Safety in the Workplace environment | Qualifications held and demonstration of knowledge at interview. |
| 6. Circumstances  (Personal) | * Ability and willingness to attend evening meetings * Ability and willingness to accept the demands of the post in a flexible manner | Ensuring candidates are aware of these requirements from the post description. Interview questions and form details. |
| 7. Disposition | * Self-motivated, enthusiastic and able to use own initiative      * Willingness to accept responsibility      * Ability to cope with the accuracy of work.      * Interest in education and a desire to contribute towards the development of The Westminster School | Performance in related selection process.  Eg. exercises, group discussion, problem-solving, questions etc. |
| 8. Practical and  Intellectual Skills | * Ability to lead and manage staff * Excellent communication skills * Analytical skills and the ability to make balanced judgments * Ability to manage own workload, meeting deadlines as necessary * Excellent ICT and presentational   skills   * Ability to create and maintain positive working relationships with staff * Proven administration skills | Performance in related selection process. |
| 9. Legal Requirements | The successful applicant will be required to undertake a DBS check and any other necessary checks by the Local Authority. | Application form, interview questioning and references. |