



ST. DUNSTAN'S

Person Specification School Business Manager

Faith, Love, Excellence

St. Dunstan's Catholic Primary School is committed to safeguarding and promoting the welfare of children in its care and expects all staff and volunteers to share this commitment. This means that we have a Child Protection and Safeguarding Policy and procedures in place. The successful candidate will be required to undertake or currently hold an enhanced DBS check and have satisfactory references.

Criteria	Essential	Desirable	Evidence
Qualifications and Training			
GCSE pass in English and Maths or equivalent	✓		Application/ Certificates
A degree, or other relevant qualification (ideally in accountancy, business management or a related discipline)		✓	Application/ Certificates
Evidence of relevant professional development	✓		Application/ Interview
Experience			
Experience contributing to financial or operational decision making	✓		Application/ Interview
Experience of budget management, financial monitoring or similar	✓		Application/ Interview
Line management or supervision of staff	✓		Application/ Interview
Experience working in a school or similar organisational environment		✓	Application/ Interview
Strong IT skills particularly in Excel	✓		Application/ Interview
Knowledge of and/or experience of HR processes (e.g. recruitment, payroll liaison, absence management)	✓		Application/ Interview
Experience of procurement, contracts or supplier management	✓		Application/ Interview
Experience supporting organisational improvement or change	✓		Application/ Interview
Experience of working with children or young people	✓		Application/ Interview
Skills and Knowledge			
Strong financial management knowledge and understanding of budgeting processes	✓		Application/ Task/ Interview
Strong IT skills, including Excel and use of management systems	✓		Application/ Task
Knowledge of financial, HR or MIS systems used in schools		✓	Application/ Interview

Excellent organisational skills with the ability to manage competing priorities	✓		Application/ Interview
High attention to detail and accuracy	✓		Application/ Task
Strong communication and interpersonal skills	✓		Application/ Interview
Ability to build effective relationships with a range of stakeholders	✓		Interview
Understanding of data protection, confidentiality and compliance requirements	✓		Interview
Knowledge of premises management, health and safety or estates management		✓	Interview
Personal Qualities			
Commitment to embrace the Catholic ethos and values of the school	✓		Interview
Commitment to safeguarding and promoting the welfare of children-putting the needs of the children first	✓		Application / Interview
Ability to work collaboratively and contribute to a positive team culture	✓		Interview
Integrity, honesty and professional accountability	✓		Interview
Resilience and ability to work calmly under pressure	✓		Interview
Adaptability and openness to change	✓		Interview
Commitment to continuous professional development	✓		Interview
Safeguarding and promoting the welfare of all children			
A clear understanding of safeguarding responsibilities and commitment to follow school policies and procedures at all times	✓		References, Interview
Satisfactory enhanced DBS check required	✓		