



St. Julie's Catholic High School

PERSON SPECIFICATION ASSISTANT SCHOOL BUSINESS MANAGER

'St Julie's Catholic High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment'

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • General Education 5 GCSE's (or equivalent including Maths & English) 	<ul style="list-style-type: none"> • HR Qualification • School Business Management Qualification • Clerking Qualification
Experience	<ul style="list-style-type: none"> • Good awareness of school budgets and associated financial requirements • Able to manage budgets and maintain accurate financial information to facilitate effective monitoring to achieve organisational aims • Able to establish and maintain good financial practice • Be committed to good school governance and have an understanding of the role of governing bodies 	<ul style="list-style-type: none"> • Experience of school staff recruitment process and associated safeguarding requirements • Knowledge of Conditions of service for Teaching and Support staff • Experience in school finance • Experience as a school governing body clerk and/or experience of school governance or school administration • Taking minutes and presenting records of expressed opinions and decisions • Experience of working in customer focused service
Skills, knowledge and qualities	<ul style="list-style-type: none"> • Confident use of Microsoft Office applications • Able to manage own workload and meet deadlines • Able to work effectively both individually and collaboratively with other staff members • Excellent interpersonal and communication skills • Planning and organisational skills • Professional approach • Proactive and self-motivated • Approachable nature • Ability to act on own initiative, dealing with any unexpected problems that arise • Understand the importance of confidentiality of data 	



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Personal Attributes	<ul style="list-style-type: none"> • Willingness to work hours flexibly as per school requirements • Willingness to take personal responsibility for standard of work carried out. • Willingness to participate in further training and development opportunities offered by the school, to further knowledge 	<ul style="list-style-type: none"> • Understand the needs of children and young people in a school setting
Pastoral Skills	<ul style="list-style-type: none"> • Able to maintain a professional, yet caring and compassionate approach to dealing with students • Suitable to work with children • An Enhanced Disclosure with Children's Barred List check will be completed for the successful applicant 	
General	<ul style="list-style-type: none"> • Support the ethos of the school • To be flexible and adaptable 	

All staff appointed to St Julie's are expected to be committed to supporting the school's aims and actively implement the school's policies