



ST. MATTHEW'S CATHOLIC PRIMARY SCHOOL

PERSON SPECIFICATION

Job Title: Business Lead

Grade: SCP 17
£30,060.00 (£26,823 Pro-Rata)

Hours: 37 hours per week Monday to Friday, Term time only plus 10 days

Job Location: St Matthew's Catholic Primary School

Responsible to: Headteacher

Factors	Essential	Desirable	Assessment Method
Qualifications	<ul style="list-style-type: none"> NVQ 3 or above in Administration or equivalent GCSE Maths and English at Grade C or above or equivalent 	<ul style="list-style-type: none"> Further qualifications in admin or finance 	Application Form Certificates
Training	<ul style="list-style-type: none"> Evidence of Continuing Professional Development relevant to the post Willingness to undertake further training relevant to the post 		Application Form Interview
Experience	<ul style="list-style-type: none"> Significant experience of working in an office environment Developing, managing and operating clerical/ administrative/financial and organisational systems Experience of establishing and maintaining database systems 	<ul style="list-style-type: none"> Experience of working in a school/education office environment Experience of establishing and maintaining School based systems e.g. Arbor or equivalent 	Application Form Interview Selection Tests
Knowledge and Skills	<ul style="list-style-type: none"> Competent in using Microsoft Office Knowledge of financial management and reporting Excellent written and verbal communications skills 	<ul style="list-style-type: none"> Experience of stock monitoring and maintaining inventories Knowledge of Health and Safety requirements in schools 	Application Form Interview Selection Tests

	<ul style="list-style-type: none"> • Excellent organisational skills • Problem solving, negotiating and decision-making skills • Knowledge and understanding of safeguarding • Experience of preparing reports and data analysis 	<ul style="list-style-type: none"> • Knowledge of Government funding streams i.e. Pupil Premium, Sports Premium and Early Years 	
Personal Qualities	<ul style="list-style-type: none"> • Highly developed interpersonal skills, with a warm, positive and inclusive attitude • Ability to prioritise tasks • Ability to work under pressure and meet deadlines • Ability to work using own initiative • Ability to work as part of a team • To respect and preserve the Catholic ethos of the school 		Application Form Interview