



# St Robert Southwell Catholic Primary School

*Aiming For Excellence - Being The Best We Can Be*

## Person Specification

POST TITLE:

School Business /Support Manager

SCHOOL:

St Robert Southwell Catholic Primary School

### PLEASE NOTE

The method of assessment for each criterion is shown in the right hand columns. The shortlisting criteria are indicated by asterisk in the application form column. Shortlisting for interview will be based solely on whether the candidate indicates on their application form that they meet these shortlisting criteria. The successful candidate must satisfy all of the mandatory criteria, and will normally meet all or most of the other appointment criteria. All candidates must satisfy the Equal Opportunities and Safeguarding criteria.

		METHOD OF ASSESSMENT		
		APPLICATION FORM	INTERVIEW	TEST
<b>1.</b>	<b>ABILITIES</b>			
(a)	Ability to operate a full range of specialist ICT and other resources and equipment.	*		*
(b)	Ability to use proficiently standard office computer software, including word-processing, spreadsheet, database, and Internet systems including SIMs personnel.	*		
(c)	Ability to absorb and understand a wide range of information concerning the functions of the school.		*	
(d)	Ability to build and form working relationships with pupils, visitors, parents/carers and colleagues, to work flexibly across operational boundaries, and to work as a member of a team.	*	*	
(e)	Ability to manage a multi-disciplinary team effectively	*		
<b>2.</b>	<b>SKILLS</b>			

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		METHOD OF ASSESSMENT		
		APPLICATION FORM	INTERVIEW	TEST
(a)	High level of verbal and written communication skills appropriate to the need to communicate effectively with colleagues and parents/carers.	*	*	
(b)	Very good standard of numeracy and literacy skills.	*		*
(c)	Ability to analyse data and make informed judgements	*		
(d)	Ability to implement HR systems and to coordinate HR procedures	*		
(e)	Budget Management experience	*		*
<b>3. KNOWLEDGE</b>				
(a)	Full working knowledge of relevant policies, procedures and codes of practice, and awareness of relevant legislation.	*		
(b)	Knowledge of school admissions procedures and timescales	*		
<b>4. EDUCATION AND PROFESSIONAL QUALIFICATIONS ESSENTIAL TO THE POST</b>				
(a)	. NVQ level 5 or Degree, or able to demonstrate an equivalent level of attainment through qualification or experience in a relevant discipline	*		
(b)	GCSE or equivalent in English and Maths - grade C or above	*		
(c)	Relevant qualification in HR or related experience	*		
<b>5. EXPERIENCE</b>				
(a)	Significant experience of working in an office environment at a senior level.	*		
(b)	Generalist HR experience, with up to date working knowledge of employment law and good HR practice	*		

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		METHOD OF ASSESSMENT		
		APPLICATION FORM	INTERVIEW	TEST
(c)	Experience of handling difficult situations and conversations successfully	*		
(d)	Preparation and presentation of reports	*		
(e)	Understanding and commitment to the Equal Opportunities policy and safeguarding Policies		*	

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