

Cardinal Heenan Catholic High School
Person Specification
Assistant School Business Manager (Grade C3)

		<i>Attributes</i>		<i>Where Identified</i>		
		<i>Essential</i>	<i>Desirable</i>	<i>Application Form/Letter</i>	<i>Interview</i>	<i>Reference</i>
QUALIFICATIONS/ TRAINING	<ul style="list-style-type: none"> ▪ Professional / other qualifications ▪ Willingness to undertake professional School Business Manager Training (if qualification is not already held) ▪ Knowledge/Qualifications demonstrating ability in numeracy and literacy 	 ✓ ✓	 ✓ 	 ✓ ✓ ✓	 ✓ ✓ ✓	
EXPERIENCE	<ul style="list-style-type: none"> ▪ Experience of using reprographics machines ▪ Experience of using Microsoft Word ▪ Experience of using Microsoft Excel ▪ Experience of Desk Top Publishing ▪ Experience of using SIMS software ▪ Experience of clerical / administrative work ▪ Experience of working in a school / educational environment ▪ Experience of financial systems ▪ Experience of Human Resource Management 	 ✓ ✓ ✓ ✓ ✓	 ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	 ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	 ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	 ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
SPECIFIC APTITUDE	<ul style="list-style-type: none"> ▪ Good timekeeper ▪ Work effectively as an individual and as part of a team ▪ Good interpersonal skills ▪ Computer literate ▪ Well organised ▪ Ability to meet deadlines ▪ Ability to carry out work in an accurate, calm, clear and positive fashion ▪ Open and honest approach 	 ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓		 ✓ ✓ ✓ ✓ 	 ✓ ✓ ✓	 ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
MOTIVATION AND SOCIAL SKILLS	<ul style="list-style-type: none"> ▪ Show initiative ▪ Supportive of the school ethos ▪ Has vision, energy and enthusiasm ▪ Flexibility ▪ Ability to contribute to other aspects of school life ▪ Smart, professional appearance ▪ Commitment to safeguarding and promoting the wellbeing of all children 	 ✓ ✓ ✓ ✓ ✓ ✓ ✓		 ✓ 	 ✓ ✓ ✓ ✓ ✓	 ✓ ✓ ✓ ✓ ✓