

**Cardinal Heenan Catholic High School**  
**Person Specification**  
**Assistant School Business Manager**



Selection Criteria	Essential (E) Desirable (D)		Method of Assessment
	E	D	<b>Application – A</b> <b>Interview – I</b> <b>References - R</b>
<b>Qualifications/Training</b>			
GCSE English Language and Maths Grade C or above (or equivalent)	✓		A, I
Willingness to undertake training if required	✓		A, I
Professional / other qualifications		✓	A, I
Working towards or willing to work towards the Diploma for School Business Managers		✓	A, I
<b>Experience</b>			
Experience of working in an administrative role, working with finance and/or HR	✓		A, I, R
Experience of working in a busy school environment		✓	A, I, R
Using Microsoft Office and other IT programmes	✓		A, I, R
Comprehensive understanding of the work practices and procedures relevant to the role		✓	A, I, R
Experience of managing budgets and resources		✓	A, I
Good written and verbal communication skills	✓		A, I, R
Experience of short, medium and long term planning		✓	A, I
Knowledge of Health and Safety/First Aid/Medical/Fire Safety regulations/requirements		✓	A, I
Experience of working in a fast-changing environment where you are able to demonstrate your initiative	✓		A, I
<b>Specific Aptitude</b>			
Good timekeeper	✓		A, I, R
Work effectively as an individual and as part of a team	✓		A, R
Good interpersonal skills including influencing skills	✓		A, R
Willingness to constructively challenge the work of self and others to continually improve own and team performance	✓		A, I, R
Well organised and confident	✓		A, I, R

Ability to meet deadlines	✓		A, I, R
Ability to carry out work in an accurate, calm, clear and positive fashion	✓		A, R
Open and honest approach	✓		I, R
An interest in developing your own experience and ability	✓		A,I
<b>Motivation and Social Skills</b>			
Show initiative	✓		R
Supportive of the school Catholic ethos	✓		A, I, R
Has vision, energy and enthusiasm	✓		R
Flexible, positive attitude to work	✓		I
Ability to contribute to other aspects of school life	✓		I, R
Smart, professional appearance	✓		I, R
Commitment to safeguarding and promoting the wellbeing of all children	✓		I