

The Holy Family Catholic School & Sixth Form

Person Specification - Assistant School Business Manager

Responsible to: School Business Manager

The successful candidate will be in sympathy with the Mission Statement and distinctive nature of Holy Family as a Catholic Community. This is at the heart of every role within the school.

ATTRIBUTES/ REQUIREMENTS	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> Essential: A bachelor's degree in business administration, finance, or a related field. 	<ul style="list-style-type: none"> A professional qualification in finance, accounting, or school business management (e.g., CSBM, DSBM, or equivalent).
EXPERIENCE	<ul style="list-style-type: none"> At least 3 years of experience in a financial or business management role, preferably within the education sector. Experience in budget management, financial administration, and financial reporting. Essential: Knowledge of school finance systems, procurement processes, and financial regulations relevant to the education sector in the UK. 	<ul style="list-style-type: none"> Experience in supporting human resources functions, such as recruitment, staff development, and performance management Familiarity with the specific requirements and challenges of working in a Catholic educational environment
PROFESSIONAL SKILLS & ABILITIES	<ul style="list-style-type: none"> Strong numerical and analytical skills, with the ability to work with financial data, prepare budgets, and generate accurate financial reports. Proficiency in using financial management software, spreadsheets, databases, and accounting software. Excellent organisational and time management skills, with the ability to prioritise tasks, meet deadlines, and manage multiple responsibilities effectively. Effective communication skills, both verbal and written, with the ability to interact professionally with staff, parents, and external stakeholders. Ability to work collaboratively in a team environment, supporting the School Business Manager and working closely with other departments. Attention to detail and accuracy in financial record-keeping, data entry, and reporting. Knowledge of HR processes and procedures, including recruitment, payroll, and employee record management. 	

	<ul style="list-style-type: none"> • Proficient in using Microsoft Office suite (e.g., Word, Excel, PowerPoint) and other relevant software applications. • Commitment to maintaining confidentiality and handling sensitive information with discretion. • Flexibility and adaptability to work in a fast-paced educational environment, managing changing priorities and deadlines. 	
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Be able to work with the school's Mission Statement underpinning all aspects of the role • A professional and ethical approach to work, demonstrating integrity, honesty, and confidentiality. • Excellent interpersonal skills, with the ability to establish and maintain positive working relationships with colleagues and stakeholders. • Strong problem-solving abilities, with a proactive and solutions-oriented mindset. • Resilience and the ability to work effectively under pressure • A commitment to maintaining a safe and inclusive environment for staff and students. • An understanding of and commitment to promoting the mission and values of Catholic education. 	<ul style="list-style-type: none"> • Be a practising Catholic
PERSONAL CIRCUMSTANCES	<ul style="list-style-type: none"> • Must be legally entitled to work in the UK. • No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable individuals/finance. • This post is not subject to the provisions of the Rehabilitation of Offenders Act and an enhanced DBS check is required. • Be fit to carry out the duties required of this role. 	
SAFEGUARDING	<ul style="list-style-type: none"> • Has appropriate motivation to work with children and young people and can relate to them in a positive way. • Ability to maintain appropriate relationships and personal boundaries with children and young people. 	

	<ul style="list-style-type: none">• Displays commitment to the protection and safeguarding of children and young people.	
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June 2023