



School Business Manager at Lark Hill Nursery School - Person Specification Shortlist / Interview scoresheet

Lark Hill Nursery School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

ATTRIBUTES	ESSENTIAL					DESIRABLE					Notes
		1	2	3	4		1	2	3	4	
RELEVANT EXPERIENCE	Experience of financial systems and producing and writing financial reports in a way that can be understood by others										
	Excellent ICT skills, confident and adept in use of Microsoft applications e.g. Word, Excel										
	Experience of a range of financial tasks and responsibilities including budget planning, management and monitoring.										
	Office or administration experience					Delivering value for money initiatives.					
EDUCATION & TRAINING	A willingness to work towards the Certificate in School Business Management qualification/ or Level 4 SBM Apprenticeship					Certificate in School Business Management (CSBM) or NVQ / BTEC Level 4 in Business Administration or Accounting or Finance or equivalent qualification					
	Good standard of English and Maths (Grade C or above at GCSE/ O level)										
	Willingness to undergo further CPD					A relevant financial qualification					



SPECIAL KNOWLEDGE & SKILLS	Use of financial management packages					Awareness and understanding of school information management systems e.g. SIMs and HCSS				
	Excellent written and verbal communication skills appropriate for a range of different audiences									
	Being able to prioritise own workload									
	Managing, monitoring and advising on strategic financial plans									
	Interpersonal skills to build and maintain effective working relationships with children, families and colleagues.					Evidence of leading and managing staff				
	Commitment to the protection and safeguarding of children, young adults and vulnerable people.					Knowledge of policies linked to children's education, including Safeguarding and Child Protection				
	Understanding of health and safety issues and regulations					Up to date knowledge of health and safety regulations				
ANY ADDITIONAL FACTORS	The ability to work as a member of a team									
	The ability to think strategically in line with the vision of the school									
	Ability to maintain confidentiality									
	Ability to think creatively and adopt a problem solving approach.									
	SCORES					SCORES				
	TOTAL					TOTAL				

Scoring Key: 1. Does not meet criteria 2. Meets essential criteria 3. Clearly exceeds essential criteria 4. Exceptional standard
 The scoring grid will be used for the purposes of shortlisting and at the interview.