



ST. MATTHEW'S CATHOLIC PRIMARY SCHOOL

PERSON SPECIFICATION

Job Title: Business Lead

Grade: SCP 17
£30,060.00 (£26,823 Pro-Rata)

Hours: 37 hours per week Monday to Friday, Term time only plus 10 days

Job Location: St Matthew's Catholic Primary School

Responsible to: Headteacher

| Factors | Essential | Desirable | Assessment Method |
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| Qualifications | <ul style="list-style-type: none"> NVQ 3 or above in Administration or equivalent GCSE Maths and English at Grade C or above or equivalent | <ul style="list-style-type: none"> Further qualifications in admin or finance | Application Form Certificates |
| Training | <ul style="list-style-type: none"> Evidence of Continuing Professional Development relevant to the post Willingness to undertake further training relevant to the post | | Application Form Interview |
| Experience | <ul style="list-style-type: none"> Significant experience of working in an office environment Developing, managing and operating clerical/administrative/financial and organisational systems Experience of establishing and maintaining database systems | <ul style="list-style-type: none"> Experience of working in a school/education office environment Experience of establishing and maintaining School based systems e.g. Arbor or equivalent | Application Form Interview Selection Tests |
| Knowledge and Skills | <ul style="list-style-type: none"> Competent in using Microsoft Office Knowledge of financial management and reporting Excellent written and verbal communications skills | <ul style="list-style-type: none"> Experience of stock monitoring and maintaining inventories Knowledge of Health and Safety requirements in schools | Application Form Interview Selection Tests |

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| | <ul style="list-style-type: none"> • Excellent organisational skills • Problem solving, negotiating and decision-making skills • Knowledge and understanding of safeguarding • Experience of preparing reports and data analysis | <ul style="list-style-type: none"> • Knowledge of Government funding streams i.e. Pupil Premium, Sports Premium and Early Years | |
| Personal Qualities | <ul style="list-style-type: none"> • Highly developed interpersonal skills, with a warm, positive and inclusive attitude • Ability to prioritise tasks • Ability to work under pressure and meet deadlines • Ability to work using own initiative • Ability to work as part of a team • To respect and preserve the Catholic ethos of the school | | Application Form Interview |