

St Magdalene's RC Primary School  
Wellfield Drive  
Burnley  
Lancashire BB12 0JD

Telephone: 01282 436880  
Fax: 01282 831589

Headteacher: Mrs B Parkinson



**School Business Manager 1**  
**Grade 7-8 - 37 hours per week - Term time + 3 weeks**

<b>Directorate: Children and Young People</b>	<b>Essential (E) or Desirable (D)</b>	<b>To be identified by: application form (AF), interview (I), test (T), reference (R)</b>
<b><u>Qualifications</u></b>		
5 GCSE - Grade C or above (or equivalent) including English & Maths	E	AF/I
Recognised management/business degree or equivalent related professional qualification	E	AF/I
School Business management specific qualification ie DSBM, CSBM, ADSBM or Msc School Business management or willing to study to complete)	D	AF/I
<b><u>Experience</u></b>		
Prepare and manage budgets, financial reporting, managing strategic financial plans	E	AF/I/R
Procurement of contracts, licences, lettings and external agencies.	E	AF/I/R
Working in a school office environment and managing staff.	E	AF/I/R
Schools' administrative & financial systems, SIMS, SIMS Assessment, FMS, PAMS, Oracle	E	AF/I/R
Working knowledge of School Portal.	D	AF/I/R
Managing HR administration and recruitment.	E	AF/I/R
Managing Premise Health & Safety	D	AF/I/R
Working with Microsoft Office packages.	E	AF/I/R/T
Managing/working at SLT Level and with a Governing Body	D	AF/I
First Aid Certificate	D	AF
<b><u>Knowledge, skills and abilities</u></b>		
Highly motivated.	E	I
Ability to use initiative, prioritise and meet deadlines.	E	I
Able to work within a team.	E	I
Ability to manage the SCR and complete safeguarding checks.	E	AF/I/T

Ability to relate well to children, parents and members of the public	E	AF/I/R
Able to deliver services and systems applicable for effective school management	E	AF/I
Able to lead teams and individuals	E	AF/I
Flexible & adaptable	E	AF/I
<b><u>Other (including special requirements):</u></b>		
Commitment to safeguarding and protecting the welfare of children and young people.	E	I
Commitment to equality and diversity.	E	I
Commitment to sustaining regular attendance at work	E	I
Commitment to maintaining confidentiality.	E	I
Willingness to undertake further training relevant to the post	E	I

**Note:** We will always consider your references before confirming a job offer in writing.