**Person Specification -** Assistant School Business Director

**Responsible to:** School Business Director

**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.**

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| **Characteristics** | **Essential** | **Desirable** |
| **QUALIFICATIONS** |  |  |
| Essential: A bachelor's degree in business administration, finance, or a related field. | ✓ |  |
| A professional qualification in finance, accounting, or school business management (e.g., CSBM, DSBM, or equivalent). |  | ✓ |
| **EXPERIENCE** |  |  |
| Experience in budget management, financial administration, and financial reporting. | ✓ |  |
| At least 3 years of experience in a financial or business management role, preferably within the education sector. |  | ✓ |
| Knowledge of finance system and in other areas of the finance function | ✓ |  |
| Knowledge of procurement processes, and financial regulations relevant to the education sector in the UK. |  | ✓ |
| 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** |  |  |
| Strong numerical and analytical skills, ability to methodically deal with large volumes of data with speed and accuracy | ✓ |  |
| 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 Director 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. | ✓ |  |
| 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** |  |  |
| 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. | ✓ |  |
| Ability to work independently and as a team member, taking instructions and direction | ✓ |  |
| A proactive and collaborative worker with the ability and drive to problem solve and find solutions | ✓ |  |
| 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. | ✓ |  |
| Must be legally entitled to work in the UK. | ✓ |  |
| An understanding of and commitment to promoting the mission and values of Catholic education. | ✓ |  |
| Be a practising Catholic |  | ✓ |
| **PERSONAL CIRCUMSTANCES** |  |  |
| 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** |  |  |
| 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. | ✓ |  |
| Displays commitment to the protection and safeguarding of children and young people. | ✓ |  |

October 2024