



METHERINGHAM PRIMARY SCHOOL

Headteacher: Mrs L Duggin

Metheringham, Lincoln LN4 3BX

Telephone 01526 320039 Fax 01526 323329

Registered Charity No. 1046880

Email: enquiries@metheringham.lincs.sch.uk

www.metheringhamprimary.co.uk

Twitter: @metheringhamp

Person specification: School Business Manager

	Essential	Desirable
Qualifications	School business management qualification 4 GCSE's including English and Maths	Accountancy qualifications
Experience	Successful business management experience in a school or in a relevant field outside education	Contributing to staff development Experience of working in a school office Experience of working in a Prime Account school
Skills and Knowledge	Knowledge of financial management Good organisational skills Ability to build effective working relationships with staff and other stakeholders Able to prioritise between different demands and to manage time effectively Understanding of data protection and confidentiality Knowledge of Health and Safety and Safeguarding procedures in schools Effective communication and interpersonal skills Good communication skills, verbal and written	Excellent attention to detail
Personal characteristics	Good health/attendance Prepared to be involved in the whole life of the school Creative and resourceful Cheerful/excellent sense of humour Professionalism, integrity and loyalty Patience!	.

