



## Bramcote Hills Primary School Office Manager - Person Specification – June 2026



AF = Application Form    Int = Interview    Let = Letter of Application    Ref = Reference

	<b>CATEGORY/ITEM</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>EVIDENCE</b>	<b>WEIGHTING (High = 2 Low = 1)</b>
	<b>Qualifications</b>				
1	CSBM qualification or equivalent experience, or a commitment to study for the qualification.		√	AF & Int	1
2	Excellent literacy and numeracy skills.	√		AF & Int	2
3	Diploma in School Business Management or recognised management/business degree or equivalent.		√	AF & Int	1
	<b>Experience Education and Training</b>				
4	Proven experience with finance	√		AF Int Ref	2
5	Experience of managing own workload and managing multiple priorities	√		AF Int Ref	2
6	Experience of managing a team of people		√	AF Int Ref	1
7	Experience of achieving best value	√		AF Int Ref	2
8	Experience of setting up, managing and monitoring contracts	√		AF Int Ref	2
9	Experience of working in a school or education setting		√	AF Ref	2
9	Evidence of continuing and relevant professional development.	√		AF & Int	1
10	Safeguarding training	√		Let Int Ref	2
	<b>Knowledge and understanding</b>				
11	Excellent knowledge of financial procedures	√		Let Int Ref	2
12	Knowledge of audit requirements	√		Let Int	2
13	Understanding of school governance arrangements.		√	Let Int Ref	2
14	To have detailed working knowledge of primary school financial systems, e.g. Arbor, Scholarpack, SIMS or similar packages,		√	Let Int Ref	2
	<b>Skills/Aptitudes</b>				
15	Excellent communicator	√		Let Int Ref	2
16	Highly organised	√		Let Int Ref	2
17	Excellent time management skills	√		Let Int Ref	2
18	Good listener and sensitive to others	√		Let Int Ref	2
19	Ability to prioritise and see big picture	√		Let Int Ref	2
20	Ability to manage an emergency	√		Let Int Ref	2
	<b>Personal Attributes</b>				
21	Commitment	√		Let Int Ref	2
22	Determination	√		Let Int Ref	2
23	Resilience	√		Let Int Ref	2
24	Sense of humour	√		Let Int Ref	2
25	Empathy	√		Let Int Ref	2
26	Professional	√		Let Int Ref	2
27	Polite	√		Let Int Ref	2
28	A thirst to develop and progress	√		Let Int Ref	2