

**Person Specification – School Business Manager**

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|  | **Essential**  | **Desirable**  | **Evidence**  |
| **Qualifications and training** | • GCSE education to include English Language and Maths (or equivalent) • Evidence of up to date CPD •  | Completed Business Degree and/or qualification in School Business Management (CSBM/DSBM)  | Application Form Certificates Training record |
| **Experience**  | • Proven experience in a school or business environment • Processing financial information, including analysing financial reports, managing and monitoring budgets effectively | Investigating and driving innovative opportunities for successful fund raising and marketing • Delivering change • Managing at a senior level • Leading and managing staff, including recruiting, training and development • Leading performance management of staff • Project management | Application FormInterview References |
| **Knowledge**  | • Sound knowledge of financial management and accounting procedures• Principles of Best Value as applied within a publicly accountable organisation • Expert use of Office software • Full working knowledge of relevant policies/codes of practice/legislation including equality | • Comprehensive understanding of the School Business Manager role and the vital contribution it makes to developing an outstanding schoolPremises management • Personnel procedures and employment legislation • An awareness and understanding of safeguarding responsibilities • Health and safety regulations• In depth knowledge of schools based software SIMS and FMS | Application Form Interview References |
| **Skills** | • Ability to maintain high standards of accuracy and have a calm and methodical approach to work. • Ability to multi task, prioritise workload and meet urgent deadlines. • Excellent oral and written communication skills. • Ability to demonstrate very good standards of literacy and numeracy. • High level IT skills • Excellent analytical skills to drive school improvement. • Ability to lead and also work as part of a team |  | Application FormInterview ReferencesCertificates  |
| **Personal**  | • A willingness and ability to uphold the values of the school and to contribute to the continued success of the school within the locality and wider community. • Ability to maintain a positive and professional demeanor. • Ability to develop and maintain good relationships and communicate effectively with a wide range of people including pupils, staff, parents, Governors and outside agencies. • Ability to show sensitivity and objectivity in dealing with confidential issues • Honest and trustworthy. • To be supportive and have empathy for others | • Flexibility to change or work additional hours as agreed | Application Form Interview References |