A logo with a fox and a moon

Description automatically generated

**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 Form  Interview  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 school  Premises 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 Form  Interview  References  Certificates |
| **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 |