

Person Specification School Business Manager

Criteria	Essential	Desirable	Assessment Method
Qualifications	Recognised management / business degree or equivalent related professional qualification, such as CSBM, DSBM. Working towards a Level Four School Business Professional qualification.	Additional qualification or willingness to complete one	Application form Certificates
Training	Evidence of Continuing Professional Development.	Member of National Association of School Business Management	Application Form
Experience	<ul style="list-style-type: none"> • Experience of managing strategic financial plans, planning and managing budgets, financial reporting, procurement and managing fixed assets. • Knowledge and experience of using, maintaining and developing financial administrative systems in an education setting. • Significant experience of leading a team including the monitoring of performance and development • Experience of IT packages including word, excel and computerised accountancy systems etc. • Experience of designing and developing administrative and organisational systems • Experience of project management specifically in relation to the implementation of Oracle and data systems • Experience of managing Health and Safety together with in-depth knowledge of Health & Safety risk, issues, and legislation in relation to education (including a commitment to the safeguarding of young people). • Experience of policy / procedure development and implementation • Experience of managing and monitoring the effective delivery of services and service level agreements from external sources • Experience or working knowledge of marketing, sponsorship and promotion activities • Experience of HR, payroll and other personnel related activities 	Significant experience in a similar management role in a school	Application Form Interview References

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Knowledge and Skills	<ul style="list-style-type: none"> • Able to deliver services and systems applicable for effective school management, including reporting to the head teacher and governors. • Able to deliver value for money Initiatives using appropriate strategies. • Able to provide advice and guidance on policies / procedures to Senior Officers • Knowledge of Data Protection, GDPR requirements and understanding of confidentiality • Ability to be able to present information in logical and systematic manner and to interpret figures with skill and understanding • Able to lead teams and individuals. • Able to strategically influence decision making within the school. • Able to use a range of ICT packages. • Understanding of effective principles for fundraising and grant writing. 	Understanding of promoting positive relationships with the wider school community.	Application Form Interview References
Personal Qualities	<ul style="list-style-type: none"> • Highly developed interpersonal skills including influencing skills. • Ability to innovate and solve problems creatively. • Willingness to constructively challenge the work of self and others to continually improve own and team performance. • Ability to work under pressure and meet deadlines. • Flexibility in terms of working hours • Support and demonstrate commitment to the vision of the school. • Devolve responsibilities, delegate tasks and monitor practice to see they are being carried out within set standards and provide a role model for pupils and staff. • Be confidential and deal sensitively with people and resolve conflicts. 	Sense of humour Willingness to go the extra mile	Application Form Interview