**Person Specification for School Business Manager**

**Experience**

* **Financial management experience in a school or similar role**
* **Administrative experience in a school or similar role**
* **Experience of managing people**
* **Experience of premises/site management – desirable**

**Qualifications or Training**

* **Certificate of School Business Management (CSBM) or equivalent**
* **Diploma of School Business Management (DSBM) – desirable**
* **Excellent ICT skills**

**Practical Skills**

* **The ability to manage the school budget on both a strategic and day to day level**
* **The ability to lead, motivate and organise staff**
* **The experience and ability to deal positively with all stakeholders**
* **Effective time management**

**Personal Qualities and Attributes**

* **The ability to think strategically**
* **To have personal integrity and be a role model of confidentiality**
* **The ability and motivation to constantly improve own practice and knowledge through self-evaluation and learning from others**
* **The ability to support colleagues**
* **The ability to be flexible, positive, dedicated and trustworthy**
* **To be loyal and committed to the school**
* **An ability to establish and develop positive relationships throughout the school**
* **To contribute to the wider life of school**
* **To have a sense of humour and an ability to keep things in perspective!**