PERSON SPECIFICATION

School Business Manager

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|   |  Essential Attributes   |
| Qualifications  | * Minimum 2 A Levels, and GCSE or equivalent at Grade C or above in English and Maths
* Qualification to at least Level 4 in the fields of business or finance (or equivalent)

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| Experience   | Evidence of: * Successful leadership linked to strategic planning, action planning, monitoring and evaluation
* Effective leadership of financial and budgetary management and control within a complex organisation
* Use of a variety of financial management systems to provide efficient and effective management of the budget
* Working effectively in co-operation and partnership with a wide range of internal and external partners and stakeholders including both statutory and non-statutory organisations and groups
* Managing and/or procuring service contracts in the public, private or independent sectors
* Effective management of human resources within a service organisation aligned with the skills to identify and develop staff

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| Knowledge         | * Clear understanding of financial systems, accountability structures and financial compliance requirements for business
* Firm understanding of the national education landscape, and the legal framework under which schools and academies operate
* Evidence of continuing professional development
* Knowledge of data protection and information security guidelines, including GDPR, FOI and Subject Access requests
* Understanding of statutory regulations in relation to Human Resources
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| Personal Attributes & Skills  | Has an ability to:  * Demonstrate resilience, motivation and commitment to driving up standards
* Overcome challenges and create new, effective solutions
* Demonstrate integrity, confidentiality and confidence to challenge others
* Work independently and flexibly to solve a range of problems relating to operational processes
* Use appropriate judgement to seek and clarify detail where appropriate
* Prioritise workload and produce accurate, detailed work within deadlines
* Think strategically and be able to demonstrate this through work at senior leadership level
* Contribute to efficiency through sharing information and constructively supporting others
* Interpret complex legislation and regulations
* Manage and motivate others
* Demonstrate highly developed planning and organisational skills
* Demonstrate high order ICT skills with an understanding of Microsoft packages and Cyber security
* Demonstrate excellent interpersonal and communication skills, verbal and written

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| Other Requirements    | * A commitment to Equality of Opportunity
* A commitment to promoting the ethos, vision and values of the school
* A moral purpose of working within the education sector
* A commitment to safeguarding and promoting the welfare of children and young people
* A positive “can do” attitude
* A sense of humour
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August 2022

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|   |  Desirable Attributes   |
| Qualifications  | * Educated to Degree Level
* Certificate in School Business Management (CSBM)/Advanced/ Diploma in School Business Management (ADSBM / DSBM)
* CIPFA ‘Certificate in Financial Reporting for Academies’

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| Experience of  | * Effective management and leadership within in an educational, public or charity service sector
* Working with HCSS/Access Financial software

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| Knowledge  | * Knowledge of safeguarding, risk, health & safety in an educational setting
* Understanding of Governance structures

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