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) |
| 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 |
| 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 |
| 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 |
| 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 |

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’ |
| Experience of | * Effective management and leadership within in an educational, public or charity service sector * Working with HCSS/Access Financial software |
| Knowledge | * Knowledge of safeguarding, risk, health & safety in an educational setting * Understanding of Governance structures |

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