

Parkview & Redwood Primary Federation

School Business Leader – Person Specification

Essential	Desirable	Evidence
<p>Qualifications and experience:</p> <ul style="list-style-type: none"> • Recognised management/business degree or professional qualification/s • Evidence of finance or business management experience to support the day to day operation of an establishment/company within financial constraints • Evidence and experience of being an effective senior leader in an establishment • Experience of managing strategy, financial plans and influencing decision making • Experience of managing budgets, generating income/sponsorship opportunities, procurement and fixed assets • Experience of managing change and implementing new systems/procedures/controls <p>Knowledge and Skills:</p> <ul style="list-style-type: none"> • Knowledge and understanding of SFVS and financial requirements 	<p>Qualifications and experience:</p> <ul style="list-style-type: none"> • Recognised accounting qualification • School business manager specific qualification • Experience of working within a school • To have experience and understanding of the working of a governing body, regulations and reporting requirements • Experience and knowledge of premises management, maintenance and repair including the ability to establish priorities • Member of Institute of Business Leaders 	<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p> <p>Certificate/s (to be available at interview)</p>

<ul style="list-style-type: none"> • Knowledge and experience of Educational HR • Ability to build and form good relationships with students, colleagues and other professionals • Able to lead, develop and motivate a team of staff, delegating duties as required including an ability to work constructively as part of a team • Excellent verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals • Ability to proficiently use office computer and finance software including, spreadsheets, databases and internet systems • Ability and knowledge to produce budgets, reports, cash flow and financial and statistical summaries, ideally combined with operational experience • Good working knowledge of principles and methods of financial control and reporting and their adaptation to various purposes, including preparation of financial accounts • Working knowledge of law with regard to Health and Safety legislation, contracts, freedom of information act, copyright and data protection 	<p>Knowledge and Skills:</p> <ul style="list-style-type: none"> • Knowledge of financial legislation, regulations and reporting requirements • Awareness of principles and practice in relation to building services, for example protection of personnel and buildings from fire, energy management and conservation • Knowledge of CIA (DCC financial system) • Knowledge of funding for schools 	<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p>
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<p>Personal Qualities:</p> <ul style="list-style-type: none"> • Excellent interpersonal and influencing skills with ability to maintain strict confidentiality • Initiative and ability to prioritise one’s own work and that of others to meet deadlines when under pressure • Able to follow directions and work in collaboration with the Senior Leadership Team • Able to constructively challenge self and others to continually respond to unplanned situations • Ability to evaluate own development needs and those of others and address them • A willingness to seek specialist advice and awareness of where to seek it • Able to attend evening meetings if required • Efficient and meticulous in organisation • Commitment to the highest standards of child protection and safeguarding • Recognition of the importance of personal responsibility for health and safety • Commitment to the schools ethos, aims and its whole community 		<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p>
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