



Person Specification School Business Manager

Qualifications:

Essential:

- Educated to degree level or with equivalent experience or
- Certificate in School Business Management or equivalent and
- Evidence of continuous professional development

Desirable:

- Member of the Institute of School Business Leadership

Experience:

Essential:

- Substantial experience of managing strategic financial plans
- Experience of managing within an educational environment
- Experience of budget management, financial reporting, and procurement
- Experience of managing teams
- Experience of contract negotiation and monitoring
- Experience of HR structures, procedures, and regulations

Skills, Knowledge & Competencies:

Essential:

- Ability to deliver services and systems for effective school management
- Thorough knowledge of administrative systems
- High-level written and oral communication skills
- Ability to use ICT effectively in the administration and management of the school
- Ability to work both as part of a team and independently as required
- Ability to prioritise conflicting requirements
- High-level organisational skills with the ability to deliver tasks/projects on time
- Ability to establish good relationships with governors, staff, pupils, parents, and external agencies
- Commitment to safeguarding and the well-being of children
- Understanding of Child Protection and Safeguarding issues
- Ability to deliver value for money
- Knowledge and understanding of different funding sources for schools
- Experience of bid writing for funds
- Understanding of promoting positive relationships with the wider school community

Personal Qualities:

Essential:

- Able to work flexible hours to cover busy periods
- Full support for the aims, values, and ethos of the school
- Excellent interpersonal skills
- Ability to multitask and work under pressure without direct guidance
- Vision, energy, creativity, and imagination



- High personal motivation
- Enthusiasm, perceptiveness, and a commitment to fairness
- Sound judgement and decisiveness
- Open and honest approach
- Ability to maintain confidentiality at all times
- Commitment to personal development and the development of others
- Ability to work independently and as a team leader/member
- Willingness to challenge poor practice
- High degree of accuracy

Leadership and Management Skills:

Essential:

- Smart professional appearance
- Ability to lead and motivate teams, especially under pressure
- Ability to lead and manage change
- Respect for professionalism in others
- Ability to plan, prioritise, and react effectively
- Ability to find solutions to problems and challenges, delivering them on time and within budget