

School Business Manager

Person Specification

CRITERIA	QUALITIES	ESSENTIAL	DESIRABLE
Qualifications and Training	<ul style="list-style-type: none"> • A degree - ideally in accountancy, business management or a related discipline • School business management qualification, such as the level 4 diploma in school business management 	X	X
Experience	<ul style="list-style-type: none"> • Successful leadership and management experience in a school, or in a relevant field outside education • Involvement in school self-evaluation and improvement planning • Line management experience • Experience of change management • Contributing to staff development • Advising on human resources issues 	X X X X	X X
Skills and Knowledge	<ul style="list-style-type: none"> • Expert knowledge of financial management • Excellent attention to detail • Previous use of a school accounting package such as HCSS • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build effective working relationships with staff and other stakeholders 	X X X X X	X
Personal Qualities	<ul style="list-style-type: none"> • Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils 	X	

	<ul style="list-style-type: none">● Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school● Ability to work under pressure and prioritise effectively● Commitment to maintaining confidentiality at all times● Commitment to safeguarding and equality	X X X X	
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