Arnhem Wharf
Primary School

Person Specification for the Post of School Business Manager		Ess	Des
Qualifications	To hold the Certificate or Diploma in School Business Management, or a willingness to study for it.		D
	Degree or equivalent professional qualification in business, finance, management or related discipline.	E	
	GCSEs Maths and English grade C or above, or equivalent.	E	
	Evidence of continuing professional development.	E	
Experience	Experience working in a business environment at a senior management level – or working in a similar position in a school.	E	
	Experience of strategic Business Planning and Financial Management.	E	
	Experience in the preparation, management and monitoring of budgetary systems to ensure best value.	E	
	Proven record of managing projects and achieving results.	E	
	Experience managing contracts and Service Level Agreements.	E	
	Experience of leading a team, through line management, target setting and performance management reviews.	E	
Skills and Attributes	The ability to work collaboratively and positively manage others.	E	
	The ability to make a strategic contribution to the school.	E	
	The ability to develop and maintain positive and effective working relationships with all members of the school community.	E	
	The ability to analyse and interrogate data management information to identify areas for improvement.	E	
	Able to use data and benchmarking to set targets to monitor whole school performance.	E	
	The ability to operate rigorous financial management procedures and to provide strategic financial planning advice.	E	
	Effective communication, negotiating and influencing skills, including the ability to present written and verbal information to a variety of audiences.	E	
	Ability to plan, organise and manage a complex workload working under pressure and to tight deadlines.	E	
	An understanding of necessity for maintaining strict confidentiality, where appropriate.	E	
	Demonstrates a good knowledge of strategic management in schools and School Improvement planning.	E	

Knowledge and Understanding	Demonstrates understanding of staff management and the importance of teamwork and teambuilding techniques.	E	
	Knowledge and understanding of financial management principles and good practice, including audit requirements.	E	
	Understanding of effective principles for fundraising and grant writing.	E	
	Knowledge and understanding of project management tools and techniques commonly used within the education sector.		D
	Knowledge of legislation and regulation specific to the education sector, guidelines and codes of practice relevant to the post.	E	
	In-depth knowledge of Health & Safety risk, issues, and legislation in relation to education (including a commitment to the safeguarding of young people).		D
Other	1. A commitment to high standards of achievement and well-being for all; 2. A commitment to inclusion and to equality of opportunity; 3. A commitment to prioritising the safeguarding and promoting the welfare of all children, with a willingness to undertake safeguarding training. 4. A satisfactory Enhanced DBS disclosure	E E E E	