

Person Specification for School Business Manager

Bagshot Infant School

<i>Essential</i>	<i>Desirable</i>	<i>Evidence</i>
Qualifications/Experience: Experienced in a school finance role GCSE/O' level Maths (Grade C or above) qualification or equivalent Financial management including forecasting, budget planning and reporting systems Monitoring relevant changes in legislation Experience of preparing and presenting financial reports High-level administrative and organisation experience Leading a small team	Good general education to 'A' level or equivalent Certificate or Diploma in School Business Management (CSBM or DSBM) Professional qualification in accountancy (AAT or equivalent desirable) Experience of working in the education sector Experience of SIMs software and spreadsheets	Qualification Certificates Application form
Skills: Excellent numeracy and literacy skills Excellent verbal and written communications Excellent ICT skills The ability to prioritise and meet deadlines Very good report writing and presentation skills An understanding of the context in which schools operate and their accountability An understanding of the principles of best value Ability to work under pressure and to strict deadlines Well organised whilst being adaptable to changing priorities	Knowledge of school or schools' administrative and accounting systems including SIMS and FMS	Application form Interview References
Leadership: Support and demonstrate commitment to the vision of the school Support the Headteacher in the management of change and improvement in pursuit of strategic objectives Direct and co-ordinate the work of others Work as part of a team Deal sensitively with people and resolve conflicts Commitment to equal opportunities	Provide professional direction to the work of others Make informed use of inspection and research findings	Application Form Interview
Personal and Professional Qualities: Self-motivated and enthusiastic Dependable and reliable Excellent time management skills	Knowledge and understanding of property management, including fire risk assessment, management of asbestos and legionella	Application form Interview References

<p>The ability to maintain confidentiality and to exercise discretion</p> <p>The ability to undertake the management of significant projects</p> <p>The ability to analyse problems, implement cost effective solutions and make rational decisions</p> <p>The ability to deal efficiently and sensitively with a range of people</p> <p>The ability to think and work strategically and with vision</p> <p>The ability to manage people</p> <p>To act as a team player, willing to help out at all levels when required</p> <p>To enjoy working with children</p> <p>A commitment to own professional development and a willingness to undertake relevant training</p> <p>A commitment to making a real contribution to the life of the school.</p>		
<p>Safeguarding:</p> <p>Understanding of safeguarding requirements and how to promote the welfare of children</p> <p>The ability to maintain appropriate relationships and personal boundaries with children</p> <p>Appointment subject to enhanced DBS and validated references</p> <p>Eligibility to work in the UK</p>		<p>Interview</p> <p>References</p> <p>Enhanced DBS clearance</p>
<p>Disposition and Attitude:</p> <p>Open - minded and receptive to new ideas, approaches and challenges</p>		<p>Application form</p> <p>Interview</p>