PERSON SPECIFICATION: SCHOOL BUSINESS MANAGER

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| FACTORS  | ESSENTIAL  | DESIRABLE  | ASSESSMENT METHOD  |
| Qualifications    | * Level 4-5 Diploma (or equivalent) or willing to work towards the Diploma of School Business Management.
* A minimum of 3 years relevant experience.
 | * Accountancy qualification.
 | Certificates. Application form.  |
| Experience    | * Experience of working in a school environment.
* Significant experience in finance/administrative roles.
* Managing strategic financial plans.
* Developing and managing budgets, financial reporting, procurement and fixed assets.
* Leading teams.
* Able to promote and market the federation effectively including through the website and other materials for parents.

  | * Managing at a Senior Management Team level.
* Managing HR.
* Managing H&S.
* Experience of working in a LA maintained school.
 | Application form. Interview process. References.  |
| Knowledge and Skills    | * Able to support the federation leadership team and governors.
* Able to understand national and regional educational services and deliver appropriate strategies.
* Ability to deliver services and systems applicable for effective school management.
* Ability to lead, manage and motivate others.
* Ability to deal with children, parents and outside agencies.
* Problem solving skills.
* Innovative and prepared to exercise judgment.
* Excellent communication skills – both written and verbal.
* Ability to manage and deal with complex issues.
* Ability to write and present complex reports.
* High standard IT skills including software packages i.e. Microsoft Office.
* Ability to plan and organise their own work and manage the workload of others.
* Ability to work under pressure and work to deadlines.
* Ability to exercise informed judgement and seek advice when necessary.
 | * Detailed knowledge of Business World On.
* Detailed knowledge of Financial Management in Schools.
* Detailed knowledge of Integris.
* Understanding of promoting positive relationships with the wider school community.
* Willingness to implement new Finance and / or MIS as the needs of the Federation develop.
 | Application form. Interview process. References.  |
| Personal Qualities  | * To be able to support the Christian ethos of Bardney and the Community ethos of Bucknall.
* Highly developed interpersonal skills including influencing skills.
* Willingness to evaluate own work and that of others constructively, to support the continual growth and development of the team.
* Flexible, resilient and positive.
* Able to use existing resources effectively and to be innovative when adapting to changing circumstances.
* Capable of achieving targets under pressure and against deadlines.
* Motivated to produce work of a high standard.
* Positive attitude towards continuous professional development.
* Good sense of humour
 | * Positive and approachable manner.
* Ability to communicate effectively with all stakeholders.
* Willing to embrace change.
 | Application form. Interview process. References. |