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. |