



Beddington Infants' School

School Business Manager Person Specification

Factors	Essential	Desirable	Assessment Method
Qualifications	Recognised management/business degree or equivalent related professional qualification.	School Business Manager specific qualification i.e. DSBM, CSBM. ADSBM or Msc School Business Management CCAB - Accountancy	Certificates at interview
Training	Evidence of Continuing Professional Development	Member of National Association of School Business Management	Application form Interview
Experience	Managing strategic financial plans Managing budgets and financial reporting Managing teams	Managing within an education environment Managing at a Senior Management Team level Managing HR Managing H & S	Application form Interview
Knowledge and Skills	Able to deliver services and systems applicable for effective school management Able to deliver value for money initiatives Able to understand national & regional educational services and deliver appropriate strategies Able to lead teams and individuals Able to strategically influence decision making within the school. Able to use a range of ICT packages	Understanding of educational enterprise issues Understanding of promoting positive relationships with the wider school community	Application form Interview
Personal Qualities	Highly developed interpersonal skills including influencing skills. Willingness to constructively challenge the work of self and others to continually improve own and team performance Ability to work under pressure and meet deadlines		Application form