**SCHOOL BUSINESS MANAGER**

**PERSON SPECIFICATION**

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| **CRITERIA** | **QUALITIES** | **METHOD OF ASSESSMENT**Application (A) Reference (R) Interview (I) Observation (O) |
| **Qualifications and Training** | **Essential*** A degree or equivalent - ideally in accountancy, business management or a related discipline

**Desirable*** A school business management qualification, such as the level 4 diploma in school business management
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| **Experience** | **Essential*** Successful leadership and management experience in a school, or in a relevant field outside education
* Involvement in organisational self-evaluation and improvement planning
* Management of strategic financial plans, budgets, procurement, and financial reporting
* Management of HR, Payroll and Health & Safety
* Line management experience
* Experience of leading on and managing change
* Experience of leading on or contributing to staff development
* Experience of human resources management

**Desirable*** Experience of data protection
* Experience of working effectively with a range of external partners
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| **Skills and Knowledge** |  **Essential** * Expert knowledge of financial management
* Understanding of school management issues
* Knowledge of health and safety requirements
* Knowledge and skill in using IT packages
* Knowledge of principles of effective procurement
* Knowledge of HR processes and relevant legislation

**Desirable*** Previous use of SIMs and FMS would be desirable
* Knowledge of fundraising and income generation
* Knowledge of how to implement high reliability into work processes
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| **Personal Qualities** | **Essential*** Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils
* Commitment to acting with integrity, honesty, loyalty, and fairness to safeguard the assets, financial probity, and reputation of the school
* Commitment to safeguarding and equality
* Ability to work under pressure and prioritise effectively
* Strong organisational and planning ability
* Analytical ability
* Ability to think strategically
* Effective communication abilities and interpersonal skills
* Ability to communicate a leadership vision and lead and inspire others
* Ability to build effective working relationships with staff and stakeholders
* Motivation to improve the school
* Initiative
* External orientation – motivation to understand the wider context
* Confidence and a strong sense of personal authority
* Adaptability
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This job description may be amended at any time in consultation with the postholder.