**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 | A  A R |
| **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 | A R I O  A I O  A R I O  A R I O  A I O  A I O  A I O  A I O  A I O  A I O |
| **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 | A R I O  A R I O  A I O  A I O  A I O  A I O  A I  A I  A I O |
| **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 | A R I  A R I  A R I  A R I O  A I O  A I O  A I O  A I O  A I O  A R I O  A I O  A I O  A I O  A I O  A I O |

This job description may be amended at any time in consultation with the postholder.