**Person Specification – School Business Manager**

# Part A: Application Stage

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

# Essential

|  |  |
| --- | --- |
| 1.  | Hold an accountancy qualification or Professional qualification in school business management (e.g. AAT, CIMA, CIPFA, ACCA, ACA) |
| 2. | Experience in budget preparation |
| 3.  | Experience in directing human resources and premises management. |
| 4.  | Proficient in using IT systems, including management information systems and Microsoft Office (Word, Excel, Outlook, Powerpoint). |
| 5. | Knowledge of employment legislation and procedures.  |
| 6. | Knowledge of health and safety legislation and procedures.  |
| 7. | Proactive and solution-focused approach to problem-solving |
| 8. | High level of integrity and confidentiality.  |
| 9.  | Evidence of on-going professional development; attendance on courses, INSET, action research personnel study  |
| 10.  | Experience of successful leadership and management within a school or other educational setting or similar including target setting and monitoring the quality of provision  |
| 11.  | Excellent written and oral communication skills  |
| 12.  | Experience in working directly with and developing successful strategies for tracking data |

# Desirable

|  |  |
| --- | --- |
| 13. | Higher degree qualification, postgraduate courses  |
| 14.  | Experience of working in an Educational Setting |
| 15.  | Experience of working with local businesses for fundraising, arranging vocational experience and joint projects.  |

# Part B: Assessment Stage

Items (insert any relevant numbers e.g. 1, 3 and 8) of the application stage criteria and the criteria below will be further explored at the assessment stage:

# Essential

|  |  |
| --- | --- |
|  | * motivation to work with children and young people in an educational setting
* ability to form and maintain appropriate relationships and personal boundaries with children and young people, parents, staff, governors and wider school community
 |
|   | No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.  |

# Desirable

|  |  |
| --- | --- |
|   | Understanding the needs of pupils, parents/ carers, schools and the difficulties that they can face  |
|   | Knowledge of Newcastle schools financial positions, trends and context |

The following methods of assessment will be used:

|  |  |
| --- | --- |
| **Method**  |  |
| Interview  | Yes  |
| Presentation  | Yes  |
| Timed tasks | Yes  |

# Part C: Additional Requirements

The following criteria must be judged as satisfactory when pre-employment checks are completed:

|  |  |
| --- | --- |
| 1  | Enhanced Certificate of Disclosure from the Disclosure & Barring Service  |
| 2  | Additional criminal record checks if applicant has lived/worked outside the UK  |
| 3  | Barred list check – children  |
| 4  | Medical clearance  |
| 6  | Two references from current and previous employers (or education establishment if applicant not in employment)  |
| 7  | Prohibition Check – For qualified teachers / undertaking teaching work  |
| 8  | Right to work in the UK  |