

School Business Manager: Person Specification

(A = Application Form / Supporting Statement, I = Interview, R = References)

Criteria	Essential (E) / Desirable (D)	Assessed by
1. Qualifications & Training		
A recognised School Business Management qualification (e.g., CSBM/DSBM), or an equivalent senior financial/business qualification (e.g., AAT, CIMA, ILM Level 5+).	E	A
Evidence of recent, relevant Continuing Professional Development (CPD) in finance, HR, or school leadership/management.	E	A
2. Experience & Knowledge		
Proven experience in strategic financial management , including setting, managing, and accurate forecasting of complex, multi-year budgets.	E	A, I
Experience in leading, managing, and motivating administrative and premises staff teams.	E	A, I, R
Experience in managing HR processes, including safer recruitment, performance management, and involvement in disciplinary/grievance procedures.	E	A, I
Proven experience in managing premises, facilities, and ensuring full Health & Safety compliance as the named lead/officer.	E	A, I
Demonstrable experience in managing and implementing strategic plans, change projects, and large-scale procurement/tendering.	E	A, I
Experience using a school-based financial management system, ideally Access Education, or a directly comparable platform.	E	A, I
Demonstrable experience in the successful administration and compliance of the Single Central Record (SCR) .	D	A, I
Experience in generating income through lettings, grants, bids, or fundraising initiatives.	D	A, I
Experience working as a School Business Manager or Bursar within a maintained school setting.	D	A, I
3. Skills & Abilities		
Excellent ICT skills, with proficiency in Microsoft Office/Google Workspace, and the ability to manage school IT strategy and data (including GDPR/DPL responsibilities).	E	A, I
Strategic thinking and problem-solving ability to create innovative, value-for-money solutions to complex resource challenges.	E	I

Exceptional organisational skills: the ability to prioritise a diverse, complex workload, manage conflicting deadlines, and maintain meticulous accuracy.	E	A, I, R
The ability to analyse complex financial data and reports, presenting clear and concise information to diverse audiences (SLT, Governors, external auditors).	E	I
Excellent communication skills (written and verbal) with the ability to act as a professional and credible ambassador for the school with all stakeholders.	E	A, I, R
4. Personal Qualities & Ethos		
A clear and demonstrable commitment to the school's Christian ethos and vision, and a dedication to high standards for all pupils.	E	A, I, R
High levels of integrity, honesty, discretion, and the ability to handle highly confidential information sensitively and securely.	E	I, R
A proactive, resilient, and "can-do" attitude, demonstrating flexibility and a willingness to be solution-focused.	E	I, R
Unwavering commitment to the safeguarding and welfare of all pupils and staff.	E	A, I, R