

Featherstone Primary & Nursery School
SCHOOL BUSINESS MANAGER
Person Specification

	Criteria	Essential	Desirable
a	Qualifications	Recognised qualification in either finance, accounting or school business management.	Professional qualification (CSBM, AAT, CIPFA) or membership of relevant professional SBM body (ISBL)
b	Financial Management	Proven experience and expertise in budget preparation, monitoring, financial reporting and compliance with financial policies or standards.	Knowledge and experience of FMIS and SFVS.
c	Leadership and Staff Management	Proven ability to successfully lead, manage and line manage a team of staff.	Experience of conducting appraisals, performance management and lead /manage teams effectively.
d	Human Resources Knowledge	Substantial knowledge of HR processes including payroll, staff contracts, employment law and statutory returns.	Strong knowledge and experience of safer recruitment and Single Central Record.
e	Health & Safety and Compliance	Strong understanding of H&S regulations, safeguarding requirements, GDPR, statutory compliance and commitment to child welfare.	
f	Premises and Contract Management	Experience managing site/premises, contracts, procurement, building maintenance and ensuring value for money.	Knowledge or experience of PFI contracts or facilities management.
g	Communication and Stakeholder Management	Excellent written and verbal communication skills with ability to present complex information to governors, SLT and external bodies.	
h	Technology and Systems Proficiency	Competent and confident use of financial management systems office ICT applications and other administrative systems.	Knowledge and competent use of FMIS, SIMS or other school-specific systems and databases.
i	Analytical and Problem-Solving Skills	Strong organisational, analytical and problem-solving abilities with the ability to manage multiple priorities and deadlines.	
j	Educational Sector Understanding	Understanding and knowledge of school operations, systems and procedures.	Previous experience working in a school, academy or educational setting.
k	Strategic Planning and Income Generation	Ability to support business planning, identify cost-saving opportunities and generate income.	Experience in securing grants, and funding applications, bid writing or developing new income streams.
l	Initiative and Flexibility	Proactive, resilient, adaptable and able to use initiative to solve problems and work independently under pressure while maintaining professionalism.	
m	Interpersonal and Relationship Building	Strong interpersonal skills and ability to build effective relationships with staff, pupils, governors, parents, and external partners.	
n	Professional Development Commitment	Willingness to attend meetings and events outside normal hours, and commit to ongoing CPD.	
o	Values, ethos and conduct	Embrace, demonstrate and role model the school values and ethos and to maintain high standards of professional and personal conduct at all times.	