**School Business Manager (SBM)**

Person Specification

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| **Qualifications and training** | |
| **Essential** | **Desirable** |
| * Level 4 qualification in administration or equivalent qualification * Willingness to undertake further training. | * A recognised finance management certificate. * Health and safety training. |
| **Knowledge, skills and experience** | |
| **Essential** | **Desirable** |
| * Experience of working with payroll. * Experience of recruiting for a school. * Experience of using management information systems. * Experience of facilities management. * Experience of setting and managing budgets. | * Previous experience as a School Business Manager. * Experience of managing and implementing strategic plans and financial reporting. |
| **Knowledge** | |
| **Essential** | **Desirable** |
| * A good understanding of the principles behind school improvement, including school improvement planning, monitoring and reviewing progress. * The ability to present a wide range of specialised information to both school staff and others. * A proven ability to work sensitively and effectively with colleagues to help them to improve their everyday practice. * The ability to lead and manage the work and outcomes of other people, as well as working in a team. * The ability to prioritise their workload with conflicting deadlines, whilst maintaining a high level of accuracy and attention to detail. * Problem-solve and create innovative solutions. * Possess excellent ICT skills with a sound knowledge of software packages, such as Microsoft. | * Capacity for, and interests in, enhancing further personal development. * Experience of applying for school grants, fundraising and submitting bids. |
| **Personal traits** | |
| **The successful candidate will be** | |
| * Committed to promoting high-quality care to pupils. * Dedicated to promoting their professional development and achieving desired qualifications. * Able to plan and take control of situations. * Committed to contributing to the wider school and its community. * Capable of handling a demanding workload and successfully prioritising work. * Professionally assertive and clear thinking. | |
| **Additional requirements** | |
| **The successful candidate will have** | |
| * A calm and organised nature. * Excellent verbal and written communication skills. * Excellent time management and organisation skills. * A flexible approach towards working practices. * High expectations of self and professional standards. * The ability to work as both part of a team and independently. * The ability to maintain successful working relationships with other colleagues. * High levels of drive, energy and integrity. * A commitment to equal opportunities and empowering others. | |