**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.
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| **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.
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| **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.
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| **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.
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| **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.
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