



**Person Specification –School Business Manager**

CRITERIA	QUALITIES	
<b>Qualifications and training</b>	➤ A degree or other relevant qualification - ideally in accountancy, business management or a related discipline	Desirable
	➤ A school business management qualification or willingness to undertake	Essential
	➤ Good standard of Numeracy and Literacy	Essential
<b>Experience</b>	➤ Successful leadership and management experience in a school, or in a relevant field outside education	Essential
	➤ Involvement in school self-evaluation and improvement planning	Desirable
	➤ Line management experience	Essential
	➤ Contributing to staff development	Essential
	➤ Working with children or young people	Essential
	➤ Liaising with HR and Data Protection Partners	Desirable
	➤ Managing Payroll	Essential
	➤ Working collaboratively with colleagues/teams to produce results	Essential
➤ Office experience in a school setting	Desirable	
<b>Skills and knowledge</b>	➤ An understanding of financial management	Essential
	➤ Excellent attention to detail	Essential
	➤ Previous use of SIMS, SAM, CPOMS, Behaviour Watch, Office 365, information management systems, WONDE.	Desirable
	➤ Effective communication and interpersonal skills	Essential
	➤ Ability to communicate a vision and inspire others	Essential
	➤ Ability to build effective working relationships with staff and other stakeholders	
	➤ Understanding of data protection and confidentiality	Essential

<b>Personal qualities</b>	› Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils	Essential
	› Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school	Essential
	› Ability to work under pressure and prioritise effectively to work to tight deadlines	Essential
	› Commitment to maintaining confidentiality at all times	Essential
	› Commitment to safeguarding and equality	Essential
	› Embraces change well	Essential
	› Deals with difficult situations effectively	Essential
	› Ability to lead a team and Foster a 'can-do approach.	Essential
	› Flexibility, sense of humour and a solution-focussed approach	Essential
	› Strong IT skills - Microsoft Office, Word, Excel and database systems	Essential
	› Good time management	Essential
	› Interest and enthusiasm in working in an educational school setting	Essential