Hazelwood Schools   
School Business Manager  
Person Specification

E = Essential D = Desirable

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| **Qualifications/Training** | |
| A school business management qualification *(e.g. level 4 diploma in school business management)* | D |
| Evidence of continuing professional development | D |
| Health & Safety Training | D |
| Willingness to undertake further professional development relevant to the role | E |
| **Experience** | |
| Successful leadership and management experience in a school, or in a relevant field outside education | E |
| Significant experience in finance/administrative roles | E |
| Managing strategic financial plans, budgets, financial reporting, procurement and fixed assets | E |
| Involvement in school self-evaluation and improvement planning | D |
| Management of HR and H&S | D |
| Line management experience | D |
| Contributing to staff development | D |
| **Skills and Knowledge** | |
| Expert knowledge of financial management | E |
| Previous use of School Financial and Management Information Systems | D |
| Able to be strategic and contribute to management initiatives keeping an overview of the bigger picture | E |
| Excellent attention to detail | E |
| Effective communication and interpersonal skills | E |
| Ability to communicate a vision and inspire others | E |
| Ability to build effective working relationships with staff and other stakeholders | E |
| Understanding of data protection and confidentiality | E |
| Strong organisational skills with an ability to use your own initiative | E |
| Excellent working knowledge of common computing programmes and their functions | E |
| Evidence of a commitment to equal opportunities and child protection policies and an understanding of their effective operation within schools | E |
| **Personal Qualities** | |
| Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils | E |
| Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school | E |
| Ability to work under pressure and prioritise effectively | E |
| Willingness to constructively challenge the work of self and others to continually improve own and team performance. | E |
| Commitment to maintaining confidentiality at all times | E |
| Commitment to safeguarding and equality | E |
| Ability to embrace change well | E |
| Ability to deal with difficult situations effectively | E |
| A passion for the job and enthusiasm to fully participate in whole school life | E |