

School Business Manager – Person Specification

	Essential	Desirable
Qualifications		
A degree or L6 qualification from a relevant professional body		✓
L4 (or above) in School Business Management / accountancy		✓
5 GCSE's (inc. Maths/English grades C or above)	✓	
Recognised qualifications in facilities management, health & safety or HR		✓
Experience		
Managing premises related projects	✓	
Managing risk	✓	
Experience of working in a business management role in a school setting	✓	
Successful leadership of teams	✓	
Working as a member of a senior team	✓	
Working with a trust board of governors		✓
Working with external partners	✓	
Knowledge & Skills		
Ability to work strategically and seek and implement creative solutions	✓	
Understanding of working in a school context and how the role contributes to safeguarding and positive outcomes for pupils	✓	
Professional premises management of a site (school or otherwise)		✓
Ability to get the best out of any contractors employed by the school	✓	
Ability to prioritise workloads to deadline	✓	
Highly effective administrative and organisational skills	✓	
High level literacy, numeracy and ICT skills	✓	
Working knowledge of Health & Safety legislation and regulations	✓	
Strong skills in analysis, risk management & impact evaluation	✓	
Ability to performance manage a diverse range of staff	✓	
A knowledge of any additional specific area of expertise e.g. Grant bid writing, HR legislation and practice, ICT project development, marketing, school office functions	✓	
Personal Qualities		
Energy, drive and enthusiasm	✓	
Works well under pressure and remains calm in the face of the unexpected	✓	
Innovative and self-motivated	✓	
Trustworthy, honest and discreet	✓	
Excellent communication skills for report writing and speaking with others	✓	
Commitment to own professional development	✓	
Ability to consult with colleagues in an effective way	✓	
Good decision making skills	✓	
Resilient and optimistic	✓	
Excellent attendance and punctuality	✓	