



SCHOOL BUSINESS MANAGER PERSON SPECIFICATION

About the Role

As a key member of the leadership team, the **School Business Manager** plays a vital role in ensuring the effective financial, operational, and administrative management of the school. This position is responsible for strategic planning, resource allocation, and ensuring that the school operates efficiently to support high-quality teaching and learning. The successful candidate will be a proactive leader who drives innovation, ensures compliance, and fosters a collaborative and inclusive school environment.

Qualifications and Experience

- **Essential:**
 - Level 4 (or above) qualification in School Business Management or other relevant subject.
 - Proven experience within an educational setting of:
 - financial management
 - leadership of human resources
 - management of site processes, checks and controls
 - strategic planning
 - Experience in managing multiple teams and leading projects.
- **Desirable:**
 - Experience of working in a primary school environment.
 - Evidence of partnership working supporting business teams in other schools

Skills and Abilities

- **Essential:**
 - Strong skills across the 3 key school business management domains namely the ability to:
 - **Finance:** manage budgets, forecasts, financial plans and resource management.
 - **Human resources:** development of policies and processes to support the wider work force and secure effective deployment of staff
 - **Site and estates:** ensuring school sites are safe, maintained and statutory checks completed.
 - Excellent leadership and management skills with the ability to motivate and develop staff both in own team and beyond.
 - Strong communication skills, both written and verbal, with the ability to present information clearly and concisely.



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- **Desirable:**
 - Ability to use school management information systems and other related software efficiently.
 - Negotiation and influencing skills to liaise effectively with stakeholders.
 - Evidence of working in partnership with other schools and institutions.

Personal Attributes

- **Essential:**
 - An unwavering commitment to secure the best possible outcomes for the pupils in our school
 - High level of integrity and confidentiality.
 - Strong organizational skills with the ability to prioritize tasks and manage time effectively.
 - A proactive approach to problem-solving and a positive attitude towards change.
- **Desirable:**
 - Enthusiasm for contributing to the wider life of the school community.

Knowledge

- **Essential:**
 - Knowledge of school finance and funding mechanisms.
 - Knowledge of human resources policies and the ability to apply these to develop an effective work force.
 - Good understanding of site management frameworks including statutory checks.
 - Understanding of health and safety regulations and their application in a school setting.
- **Desirable:**
 - Awareness of the latest educational policies and their impact on school operations.
 - Knowledge of procurement processes and frameworks.

Additional Requirements

- Commitment to safeguarding and promoting the welfare of children and young people.
 - Commitment to upholding the equality goals of our school
 - Willingness to undergo appropriate checks, including enhanced DBS checks.
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