



Person Specification – School Business Manager

King's Cliffe Endowed Primary School



	Essential	Desirable	A=application R=reference I=interview C=certificate
Qualifications	<ul style="list-style-type: none"> • GSCE education to include English Language and Maths (or equivalent) • Record of Continuing Professional Development • Commitment to achieve the National College of School Leadership Certificate of School Business Management or Diploma of School Business Manager 	<ul style="list-style-type: none"> • Qualification in school business management e.g. (DSBM/CSBM), accountancy, human resources or procurement and contract management 	A C
Experience	<ul style="list-style-type: none"> • Managing strategic financial plans • Managing budgets, financial reporting, procurement and fixed assets • Financial analysis and reporting • Managing and leading teams • Working effectively with internal and external partners 	<ul style="list-style-type: none"> • Working in a strategic role in public or educational sector • Project management • Managing at a senior level • Experience of leading performance management of staff • Managing H&S 	A R I
Knowledge	<ul style="list-style-type: none"> • Financial management and accounting procedures • Schools Financial Value Standard (SFVS) • Information management systems • HR policies/codes of practice/legislation • H&S policies/codes of practice/legislation • Resource management and procurement • Premises maintenance • Personnel procedures and employment legislation • An awareness and understanding of safeguarding responsibilities of all adults who work with children 	<ul style="list-style-type: none"> • School financial management and accounting • Understanding of using SIMS and FMS 	A R I
Skills	<ul style="list-style-type: none"> • Strong level IT skills • Analytical skills • Ability to use initiative, prioritise, meet deadlines • Excellent interpersonal skills • Effective communicator and presenter – orally and in writing • Ability to lead and also to work as part of a team • Ability to maintain a positive and professional demeanour 		A R I C
General	<ul style="list-style-type: none"> • Demonstrate a commitment to the school vision, aims and ethos, its community and the school improvement agenda 		A I