



Larmenier & Sacred Heart Catholic Primary School

School Business Manager Person Specification

The School Business Manager promotes the highest standards of business ethos within the administrative function of the school and strategically ensures the most effective use of resources in support of the school's learning objectives.

Qualifications and Training	Category	Source of Evidence
GSCE education to include English Language and Maths (or equivalent)	Essential	A I
Qualification in financial management or education management	Essential	A I
SIMS and FMS training	Desirable	A
School Business Manager specific qualification, i.e. Level 4 or 5 Diploma in School Business Management (formerly known as CSBM and DSBM)	Desirable	A
Experience		
At least 3 years of school-based experience	Desirable	A I R
Experience of using computerised systems for budget management and the financial regulations applicable to schools	Essential	A I R
Experience of using information systems including computerised systems (SIMS) in an administrative environment	Essential	A I R
Experience of providing high-level administrative support including experience of managing staff	Essential	A I R
Experience of premises and/or site management		
Experience of successful income generation	Desirable	A I R
	Desirable	A I R
Knowledge		
An understanding of the functions and duties of a maintained school and its relationship to the Local Authority	Essential	A I R
	Essential	A I R

Knowledge of budget management and resource planning and a practical knowledge of different avenues of funding	Essential	A	I	R
Has an up-to-date knowledge of relevant legislation and guidance in relation to working with and the protection of children and young people	Desirable	A	I	R
Understanding of educational enterprise issues	Desirable	A	I	R
Knowledge of the application of Health & Safety in a school setting, including good practice relevant to maintenance and upkeep of a public building and the carrying out of risk assessments.	Essential	A	I	R
Proven literacy, numeracy and communication skills including being able to respond appropriately to staff, governors, pupils, parents/carers, the Diocese, the Local Authority and outside agencies.				
Skills				
Ability to undertake a wide range of finance, personnel, premises and administrative tasks	Essential	A	I	R
Ability to collate statistical data and present it clearly and succinctly in written reports for a variety of audiences	Essential	A	I	R
Ability to construct and write bids for financial funding for whole school projects with appropriate support as required	Desirable	A	I	R
Ability to work successfully as a team member establishing effective working relationships and flexible working practices	Essential	A	I	R
Ability to work under pressure in a constantly changing and demanding environment	Essential	A	I	R
Ability to show sensitivity and objectivity in dealing with confidential issues	Essential	A	I	R
Display a commitment to the school's ethos and policies.	Essential	A	I	
Personal Qualities				
Willingness to support the distinctly Catholic nature of the school	Essential	A	I	
Motivated team member who is approachable and able to inspire others	Essential	A	I	R
Good interpersonal skills	Essential	A	I	R
Able to manage change and work under pressure	Essential	A	I	R
Commitment to safeguarding and equality	Essential	A	I	R
Willingness to participate in further training and developmental opportunities offered by the school, the Diocese or Local Authority to further knowledge	Essential	A	I	R

Key:

A: Application I: Interview R: Reference