

⊕ School Business Manager Person Specification

	Essential	Desirable	How identified
Qualifications and training	<p>GCSE or equivalent in Maths and English (Grade c/4 or above)</p> <p>A levels or NVQ level 3</p> <p>Excellent IT literacy including Microsoft Office</p>	<p>Qualification in Business Management or finance</p> <p>School Business manager qualification</p> <p>Health and safety training</p>	Application/interview
Experience	<p>Experience of financial administration and budget management</p> <p>Experience of development and management of administrative systems</p> <p>Experience working with confidential information and data</p> <p>Experience of organising and prioritising workload and working to deadlines</p>	<p>Experience of working in a school office</p> <p>Experience of HR and payroll processes</p> <p>Experience of Health and Safety compliance</p>	Application/interview
Skills and knowledge	<p>Strong organisational skills</p> <p>Excellent communication and interpersonal skills</p> <p>Ability to analyse and interpret financial information and produce reports</p> <p>Ability to work independently and use initiative</p> <p>Ability to manage multiple priorities in a busy environment</p> <p>Understanding of the importance of safeguarding</p> <p>Understanding of data protection</p>	<p>Experience of schools systems e.g. FMS, SIMS</p>	Application/interview
Personal qualities	<p>Professional, Reliable and trustworthy</p>		Application/interview

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	<p>Commitment to safeguarding and promoting the welfare of children</p> <p>Ability to work under pressure</p> <p>Ability to think strategically</p> <p>Ability to work collaboratively and support colleagues</p> <p>Commitment to promoting the ethos and values of the school</p>		
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