

Person Specification: School Business Manager

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualification in School Business Management or similar 	<ul style="list-style-type: none"> • Graduate • Further professional development • Commitment to undertake further professional development
Experience	<ul style="list-style-type: none"> • Experience of working in a school as SBM • Successful track record of managing a multi-disciplinary team • Experience of preparing management and statutory accounts and the confidence to explain financial and premises information to non- financial/ premises managers / governors. • Experience of contributing to the school's strategy. • Experience of the tendering process • Experience of contract management including liaising with county led contracts • Experience of managing change sensitively but effectively. 	<ul style="list-style-type: none"> • Experience in working with Pupil Premium Strategies • Experience of working across more than one school
Skills	<ul style="list-style-type: none"> • Knowledge of SIMs and FMS • Strong accountancy skills and the ability to think strategically. • Strong interpersonal skills and the ability to communicate effectively both verbally and in a formal and informal written format with multiple stakeholders. • Willingness and ability to work with staff at all levels and act as an advocate for the school in discussions with outside agencies. • Must be able to represent the Federation as a member of the Senior Leadership team. • Ability to carry out medium and long term financial planning, preparing reports in a format that is understandable to Governors. • Highly organised with the ability to effectively self-manage workload. • Must be able to hit tight deadlines and work under pressure. • Conflict management • Ability to relate well with both children and adults 	<ul style="list-style-type: none"> • Understanding of Payroll • Understanding of Online booking and payment systems. • Understanding of Single Central Records in regards to Safeguarding.
Personal qualities	<ul style="list-style-type: none"> • Growth mindset • A positive commitment to inclusion and meeting the needs of all pupils. 	

	<ul style="list-style-type: none">• Flexibility and adaptability• Confidentiality• Sense of humour• Dedication• Professional standards• A good team worker• A willingness to learn• Punctuality• Energy and commitment	
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