|  |  |
| --- | --- |
| **School Business Manager****Person Specification Requirements** | **Essential (E)** **or Desirable (D)** |
| **Knowledge & Understanding**  |
| Sound knowledge of schools’ finance systems and budgetary experienceA full relevant professional qualification (eg: AAT, MBA, DSBM, CIPFA)Understanding of HR practicesUnderstanding of Health & Safety legislation Minimum of 2 year post-qualification experience  | EEEED |
| **Skills** |
| Ability to communicate effectively, negotiate and network through highly developed interpersonal, written, oral and presentation skills Ability to lead, motivate and enthuse individuals and teams within a rapidly changing environment, including leading change in service delivery Well-developed analytical, planning and organisational skills Ability to prioritise work, and to meet and manage work to tight deadlines Ability in evaluating and achieving service quality and in setting/achieving strategic objectives through performance management  | EEEEE |
| **Experience**  |  |
| Working within the education sector or public sector Income generating activities Building, leading and sustaining complex working relationships Promoting and leading management of change Working in co-operation and partnership with a wide range of stakeholders Setting budgets and maintaining a financial management system Managing rigorous financial control procedures Establishing and implementing a strategic business planning process Experience of procuring and/or managing service contracts in the public, private or independent sectors Managing and developing a multi-disciplinary workforce within an effective leadership team  | DDEDEEEDDE |
| **Other**  |
| Be willing to commit to the values of the School and support its Christian ethos Respect confidentiality in discussing pupil or staff related information and school business operations Show flexibility in working arrangements in terms of duties and working hours/pattern to meet emergencies and changed circumstances Demonstrate a commitment to continuous professional development for self and others.Have an understanding of the school culture and working in a teaching environment. | EEEEE |