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| **School Business Manager**  **Person Specification Requirements** | **Essential (E)**  **or Desirable (D)** |
| **Knowledge & Understanding** |
| Sound knowledge of schools’ finance systems and budgetary experience  A full relevant professional qualification (eg: AAT, MBA, DSBM, CIPFA)  Understanding of HR practices  Understanding of Health & Safety legislation  Minimum of 2 year post-qualification experience | E  E  E  E  D |
| **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 | E  E  E  E  E |
| **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 | D  D  E  D  E  E  E  D  D  E |
| **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. | E  E  E  E  E |