



# Mellor Primary School

**Headteacher** Mr J.E Nicholson BA (Hons) /PGCE/ NPQH

## School Business Manager Person Specification

<b>Education, qualifications and experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>How identified</b>
Management or business degree or equivalent related professional qualification eg CSBM/DSBM	Yes		Application
Evidence of commitment to continuing professional development and keeping up-to-date with developments and changes	Yes		Application Interview Reference
Experience in and understanding of financial processes and procedures	Yes		Application Interview Reference
Evidence of successful project management and facilities management	Yes		Application Interview Reference
Prior management responsibility, including the line management of staff and performance management	Yes		Application Interview Reference
Experience/knowledge of effective marketing strategies		Yes	Application Interview Reference
Experience of using Management Information Systems	Yes		Application Interview Reference
Experience of working with the financial mechanisms in an academy. Following the academies financial calendar		Yes	Application Interview Reference
<b>Knowledge, Skills and Abilities</b>	<b>Essential</b>	<b>Desirable</b>	<b>How identified</b>
Ability to lead and manage change which has a positive impact	Yes		Application Interview Reference
Understanding of leadership at a senior level	Yes		Interview
Experience of leadership at a senior level		Yes	Application Reference
Ability to work flexibly and proactively while maintaining a high level of professionalism	Yes		Interview Reference

Ability to work in and lead a team, accept delegated responsibility and delegate as appropriate	Yes		Application Interview Reference
Ability to develop a vision for the academy's corporate image		Yes	Interview
Fully ICT competent	Yes		Application Interview Reference
Ability to analyse data	Yes		Interview
An outstanding administrator	Yes		Interview Reference
Excellent organisational and time management skills	Yes		Interview Reference
Ability to strategically influence decision-making within the setting	Yes		Interview Reference
Ability to work under pressure and meet deadlines.	Yes		Interview Reference
Ability to think creatively and make sound, balanced decisions based on effective analysis, appropriate consultation and interpretation of information	Yes		Application Interview Reference
Ability to communicate effectively both orally and in writing	Yes		Application Interview Reference
Manage all matters relating to the academy's finances		Yes	Application Reference
Be an expert in managing various budgets, negotiating contracts and maximising the earning potential of the academy whilst obtaining best value	Yes		Application Reference
Actively seek opportunities for income generation from funding bodies and charities		Yes	Application Reference
Oversee academy lettings		Yes	Application Reference
<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>	<b>How Identified</b>
Personal integrity and the ability to inspire it in others	Yes		Application Interview Reference
Have a clear understanding of the challenges of a single form primary school.		Yes	Application Interview Reference
Strategic thinker, with the capacity to provide high-level input into the key areas of the academy		Yes	Application Interview Reference
Excellent communication, influencing and negotiating skills	Yes		Application Interview Reference
Ability to maintain and develop productive and long-term working relationships with the Governing Body, Headteacher, Senior Leadership Team and other colleagues		Yes	Application Interview Reference

Drive, tenacity, energy and with a capacity for hard work	Yes		Application Interview Reference
Enabling style of people leadership & management	Yes		Application

Ability to work effectively in a team	Yes		Interview Reference
Willingness to constructively challenge the work of self and others to continually improve own and team performance.	Yes		Application Interview Reference
Have a passion for education and able to demonstrate both a strong belief in inclusive approach and have high expectations of all young people.	Yes		Application Interview Reference
Excellent interpersonal skills	Yes		Application Interview Reference
Has proven capacity for hard work, capacity to manage own work under pressure and a willingness to "go the extra mile"	Yes		Application Interview Reference
Is ambitious for self and others	Yes		Application Interview Reference
Energy, endless enthusiasm, resilience, commitment, initiative, flexibility, pragmatic optimism and a sense of humour	Yes		Application Interview Reference
A 'can-do' attitude	Yes		Interview Reference

Other requirements	Essential	Desirable	How Identified
A commitment to safeguarding and promoting the welfare of children and young people	Yes		Interview Reference
Have regard to provide equality of opportunity for all	Yes		Application Interview Reference
Awareness of and adherence to relevant health and safety regulations	Yes		Application Interview Reference
A very good attendance and punctuality record	Yes		Reference