Meridian Primary School
Old Woolwich Road, Greenwich,
London, SE10 9NY
Tel: 020 8858 3572

Federation of
Meridian Primary School
and
Robert Owen Nursery School

Executive Headteacher: Jo Graham

Robert Owen Nursery School
43 Commerell Street, Greenwich,
London, SE10 0EA
Telephone: 020 8858 0529

Person Specification
School Business Manager (SBM)

Attributes	Requirements		Assessment method
	Essential	**Desireable**	
Qualifications & Training	Relevant professional qualification in business management, finance, HR, or administration (e.g., degree or SBM qualification), or equivalent substantial experience.	School Business Management qualification (e.g., CSBM, DSBM, ADSBM). Relevant financial qualification (e.g., AAT, ACCA, CIMA). Health & Safety qualification (e.g., IOSH, NEBOSH). Membership of the Institute of School Business Leadership (ISBL)	Application form Certificates at interview
Experience	Significant financial management experience including budget setting, monitoring and reporting. Leading and managing a team, including staff recruitment and appraisal. Managing administrative systems, compliance and statutory policies. Working collaboratively with a wide range of stakeholders (e.g. senior leaders, governors, external agencies, parents and pupils)	Working in a school or educational setting. Managing operations across multiple sites or organisations. Procurement, contract management and tendering processes. Income generation, fundraising, writing grant applications	Application Form Interview Activity assessment

Knowledge & Skills	Strong analytical and financial skills with high attention to details and competence in IT/management information systems. Working knowledge of HR processes (including safer recruitment), employment law, Health & Safety and data protection (UK GDPR). Understanding of safeguarding responsibilities in education, including managing a Single Centre Register (SCR). Ability to think strategically, lead change, and contribute to long-term planning. Excellent written and verbal communication skills, with the ability to influence and advise at a senior level. Strong organisational skills with the initiative to manage competing priorities under pressure.	Knowledge of school funding systems, financial regulations (e.g. SFVS) and governance structures. Understanding of Teachers' and Local Government pay and conditions. Marketing and external communication skills, alongside an understanding of educational enterprise	Application Form Interview Assessment activity
Personal qualities	Commitment to safeguarding, child protection and promoting the welfare of children. Commitment to the ethos, values and vision of the schools. High levels of integrity, professionalism and discretion. Resilience, accountability and the flexibility to meet the evolving needs of the schools.		Application form Interview References