

NEW MILLS SCHOOL

PERSON SPECIFICATION – SCHOOL BUSINESS MANAGER

	ESSENTIAL	DESIRABLE
EDUCATION/QUALIFICATIONS		
Educated to degree level or equivalent	X	
Business Management qualification or other relevant qualification for the role (or firm commitment to gain such a qualification)	X	
Accountancy or other Financial qualification		X
A proven commitment to Continuing Professional Development	X	
KNOWLEDGE AND EXPERIENCE		
Excellent ICT skills, particularly in the use of Microsoft Office applications and financial/accounting systems	X	
Experience of working in a Senior Management Team providing input to wider strategy and policy making decisions	X	
Experience in developing and delivering Change Management programmes	X	
Experience of leading and managing Budget Setting, Budget Planning and Budget Reporting processes in an organisation	X	
Experience of working with and influencing both internal and external stakeholders	X	
Knowledge and experience of managing a range of procurement processes	X	
Experience of working in a school environment and knowledge of how schools are funded		X
Experience of managing and motivating staff to create an effective team	X	
Experience of working with young people		X
SKILLS, BEHAVIOUR AND QUALITIES		
Excellent communication skills, both written and oral	X	
Excellent interpersonal; skills	X	
Excellent organisational and time management skills, as well as the ability to delegate appropriately and effectively	X	
Able to analyse complicated data and communicate to others in a simple yet effective manner	X	
Able to successfully manage relationships with a large range of stakeholders, including staff, parents, governors, external agencies, members of the local community and suppliers	X	
Able to work well under pressure and manage conflicting demands and priorities	X	
Flexible with the willingness to be adaptable	X	
Reliable, with an excellent record in attendance and punctuality	X	
Able to provide leadership but also work as part of a team	X	
Able to meet demanding targets and timescales	X	
Committed to safeguarding and equality	X	
Honest and trustworthy	X	