

PERSON SPECIFICATION: School Business Manager

	Essential	Desirable:
Qualifications	<ul style="list-style-type: none"> • Excellent numeracy / literacy/ICT skills (IT skills including spreadsheets, databases, Information Management Systems) • Certificate in School Business Management or Appropriate financial qualification 	<ul style="list-style-type: none"> • School Business Manager specific qualification i.e. DSBM, CSBM. ADSBM • Member of National Association of School Business Management. • Recognised management/business degree or equivalent related professional qualification. • Accountancy Degree. • Knowledge of Scholarpack • Advanced IT skills <p><i>NB: If you do not have a SBM qualification you will be expected to start working towards it within 2 years.</i></p>

	Essential	Desirable:
Experience	<ul style="list-style-type: none"> • At least 5 years' experience working in an office environment at senior level with administrative/financial experience • Experience of monitoring/managing complex budgets • Experienced in a range of employee relations issues • Understanding of school governance issues/financial delegations • Experience of contract tendering processes • Experienced in health and safety issues • Managing strategic financial plans. • Managing budgets, financial reporting, procurement and fixed assets. • Managing change projects. • Managing teams. • Managing HR. • Managing H & S. • Experience of using Microsoft Office applications, e.g. Word, Excel, PowerPoint. 	<ul style="list-style-type: none"> • Managing within an educational environment. • At least 2 years administrative/financial experience in an Academy • Experience of monitoring/managing large and complex budgets in an Academy • Managing at a Senior Management Team level. • Knowledge of or willing to learn Iris Financials system. • Experience of managing large diverse range of staff • Experienced in the preparation of bids for funds

OLD CLEE PRIMARY ACADEMY

	Essential	Desirable:
Leadership	<ul style="list-style-type: none"> • Support and demonstrate commitment to the values and aims of the Academy • Contribute to the strategic direction of the Academy • Support the Head teacher in the management of change and improvement in pursuit of strategic objectives. • Prioritise, plan, organise direct and co-ordinate the work of others and yourself. • Build, manage, support and work with high performing teams • Devolve responsibilities, with the ability to delegate appropriately and to monitor the performance of others • Seek advice and support when necessary • Set standards and provide a role model for pupils and staff, and managed teams • Deal sensitively with people and resolve conflicts • Commitment to equal opportunities and safeguarding 	<ul style="list-style-type: none"> • Provide professional direction to the work of others • Make informed use of inspection and research findings • Experience of leading a team of 4 or more people • Understanding of the role of school support in relation to the improvements of standards and levels of achievement

	Essential	Desirable:
Knowledge & Skills	<ul style="list-style-type: none"> • Able to deliver services and systems applicable for effective school management. • Able to deliver value for money initiatives. • Able to understand national & regional educational services and deliver appropriate strategies. • Able to lead teams and individuals. • Able to strategically influence decision making within the Academy. • Able to use a range of ICT packages. • Demonstrable ability to produce a good standard of written work, e.g. response to correspondence, reports, minutes etc. • Ability to interpret advice / statute and to devise policy / practice in the light of these • Ability to analyse problems and research creative solutions • Full working knowledge of relevant policies / codes of practice /legislation • Working knowledge of good practice in financial management 	<ul style="list-style-type: none"> • Full working knowledge and experience of school financial systems, procedures, policy and practice within an Academy; • Understanding of working to EFA guidance and regulations

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	Essential
Personal Qualities, Disposition and Attitudes	<ul style="list-style-type: none"> • Excellent communication skills – written and verbal and ability to relate well to adults; being able to work positively with primary age children • Highly developed interpersonal skills including ability to support, influence and motivate others. • Excellent time management; the ability to prioritise • Excellent Ability to self-motivate, work under pressure and meet tight and regular deadlines • Willingness to constructively challenge the work of self and others to continually improve own and team performance. • Ability to understand, interpret and act upon complex information • Effective and empowering line management of Personnel • Decision making, negotiating and problem solving skills • High standard of presentation; with attention to detail • Able to work on own initiative and as an effective member of a team. • Able to work accurately and calmly, even under pressure whilst being positive. • Diplomatic and tactful. • A professional approach with absolute integrity and maturity to deal with sensitive issues in a highly confidential manner. • Accept responsibility • Readiness to act as minute taker where required • Readiness to make a full contribution to school life • Open – minded and receptive to new ideas, approaches and challenges • Hardworking, loyal, committed • Be flexible and accommodating at short notice