**QUEENSWAY SCHOOL**

**Person Specification**

**SCHOOL BUSINESS MANAGER**

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| **Attributes** | **Requirements** | |
| **Essential** | **Desirable** |
| **Qualifications** | * Recognised management/ business degree or equivalent related professional qualification or degree level academic achievement | * School Business Manager specific qualification NVQ Level 4 or above i.e., CSBM, DSBM, ADSBM, ILM or misc School Business Management |
| **Training** | * Evidence of Continuing Professional Development | * Be willing to undertake further training/professional qualification * Health & Safety training |
| **Experience** | * Experience and understanding of HR principles and procedures and an awareness of employment law * Proven experience of working in a financial environment at a senior level including setting and monitoring budgets effectively, procurement and ensuring financial propriety with school procedures and current Local Government finance legislation * Ability to produce, analyse and evaluate financial reports/information * Experience of project management, planning, managing, and monitoring of work * Knowledge and understanding of premises management, contracts legislation, including risk assessments * Evidence of success in building and forming effective working relationships across professional and operational boundaries and leading teams * Line management experience | * Previous experience of working as an SBM/working strategically within an educational environment * Managing at a Senior Management Team level * Experience of managing Health & Safety in the workplace and good practice * Knowledge of IBC (Interactive Business Centre) portal * Experience of managing and implementing strategic plans * Bidding for funds/grants/tendering process * Project management * Contributing to staff development * Working with children or young people |
| **Knowledge & Skills** | * A good understanding of financial management and budgetary procedures * An understanding of the principles and application of Best Value within a publicly accountable organisation | * Expert knowledge of financial management in an educational setting * Excellent attention to detail * An understanding of Teachers’ and Local Government pay and terms of conditions |
|  | * Analytical skills, able to analyse data and information and use to monitor and support activities to promote solutions * Ability to manage and support staff and their professional development * Ability to develop and maintain good relationships with a wide range of people, from parents and pupils to outside agencies and contractors * Excellent ICT skills e.g. confident and adept in use of Microsoft applications e.g. Word, Excel * Ability to develop and manage a variety of administrative systems * Effective organisational, communication and interpersonal skills * Excellent problem-solving skills, with the ability to use initiative and work pro-actively both in a team and independently * Shows drive, enthusiasm and commitment to the achievement of business objectives * High expectations of self and professional standards | * Knowledge of school-based software * Experience of leading a team * Understanding of promoting positive relationships with the wider school community. * Understanding of data protection and confidentiality * Ability to communicate a vision and inspire others * Resilient under pressure * Awareness of the role of Governors and need for relevant information |
| **Special**  **Conditions** | * Motivated to work with children & young people * Ability to form and monitor appropriate relationship and personal boundaries with children and young people * Ability to work under pressure, meet deadlines and encompass attention to detail * The postholder may be required to work outside of normal school hours on occasion, with due notice * All postholders will be required to undertake an enhanced DBS check. Individuals on the children’s barred list (and adults barred list where relevant) should not apply * An understanding of the principles of Keeping Children Safe in Education 2023 and a commitment to ensuring the health, safety and wellbeing of   all children   * An understanding and commitment to equal opportunities |  |