**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
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| **Training** | * Evidence of Continuing Professional Development
 | * Be willing to undertake further training/professional qualification
* Health & Safety training
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| **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
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| **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
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|  | * 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
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| **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
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