



'Together, we will . . . Think Big, Have Fun, Learn More!'

RIDGEWAY INFANT SCHOOL Person Specification ~ School Business Manager		
The School Business Manager will have experience of working in a private or public sector organisation and have a track record of success in delivering services and managing change. He/she will be a creative thinker and problem solver.		
Essential	Desirable	A=Application R=Reference I=Interview C=Certificate L= Letter of application
Qualifications and Experience		
- GCSE O Level grade C or above in English or Mathematics or equivalent - Recognised management/degree or professional qualification or a willingness to train towards this. - Experience of managing within a school or similar establishment - Evidence of finance, business or management experience to support the day to day operation of an establishment/company within financial constraints - Successful experience of income generation and understanding of education enterprise - Evidence of being an effective leader in an establishment - Experience of managing strategy, financial plans and influencing decision making - Experience of managing budgets, generating income/sponsorship opportunities, procurement and fixed assets - Experience of managing change and implementing new systems /procedures/controls - Experience of managing teams and conducting performance management reviews	- School Business Manager Qualification e.g. CSBM / DSBM - Recognised accounting qualification - Experience of working in a school - To have experience and understanding of the working governing body, regulations and reporting requirements - Experience and knowledge of premises management, maintenance and repair including the ability to establish priorities - Member of Institute of Business Leaders	A, R, I, C, L
Knowledge and Skills		
- Knowledge and understanding of SFVS and financial requirement - Knowledge and experience of HR - Ability to build and form good relationships with students, colleagues and other professionals - Ability to lead, develop and motivate a team of staff, delegating duties as required including an ability to work constructively as part of a team	- Knowledge of financial legislation, regulations and reporting requirements - Awareness of principles and practice in relation to building services, for example protection of personnel and building from fire and energy management	A, R, I, L



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• Excellent verbal and written communications skills appropriate to the need to communicate effectively with colleagues, students and other professionals • Ability to proficiently use the office computer and finance software including spreadsheets, databases and internet systems • Ability and knowledge to produce budgets, reports, cashflow and financial and statistical summaries, ideally combine with operational experience and experience • Good working knowledge of principles and methods of financial control and reporting and their adaption to various purposes, including preparation of financial account • Working knowledge of the law with regard to Health and Safety legislation, contracts, freedom of information, copyright and data protection	• Knowledge of CIA (DCC financial systems) • Knowledge of funding for schools	
Personal Qualities		
• Excellent interpersonal and influencing skills with the ability to maintain strict confidentiality • Initiative and ability to prioritise own work and that of others to meet deadlines when under pressure • Able to follow directions and work in collaboration with the Senior Leadership Team • Able to constructively challenge self and others to continually respond to unplanned situations • Ability to evaluate own development needs and those of others and address them • A willingness to seek specialist advice and awareness where to seek it • Able to attend evening meetings if required • Efficient and meticulous in organisation • Commitment to the highest standards of child protection and safeguarding • Recognition of the importance of personal responsibility for health and safety • Commitment to the school/ ethos, aims and its whole community • Initiative, drive and motivation to make a difference • Stamina and flexibility		A, L, R, I