



## PERSON SPECIFICATION – SCHOOL BUSINESS MANAGER

Education and Qualifications	Essential	Desirable	How identified
A relevant professional management qualification	Yes		Application
First degree or equivalent qualification		Yes	Application
Professional accounting qualification		Yes	Application
Qualification in School Business Management (L4 and above)		Yes	Application
<b>Knowledge and experience</b>			
Successful leadership within an organisation including line management	Yes		Application Reference
Experience of budgetary management and control within a large organisation	Yes		Application Interview Reference
Knowledge and experience of a variety of financial management systems and processes and procedures	Yes		Application Interview Reference
Experience of motivating and leading staff	Yes		Application Interview Reference
A working knowledge of facilities management	Yes		Application Interview Reference
A working knowledge of Health and Safety legislation	Yes		Application Interview Reference
An awareness and understanding of school/public sector finance/resources management information systems		Yes	Application
An understanding of procurement, contracts, risk assessment, health and safety and traded services in organisation	Yes		Application Interview Reference
Experience of working effectively with a wide range of external partners	Yes		Application Interview Reference
Successful experience in the submission of bids securing funding in the public sector		Yes	Application Interview Reference
An understanding of school management issues and the role of the Governing Body	Yes		Application Interview Reference
<b>Skills and abilities</b>			
Exceptional planning and organisational skills including managing deadlines	Yes		Application Interview Reference
Excellent written and verbal communication	Yes		Application Interview

Proven high level negotiating skills	Yes		Application Interview
Highly developed interpersonal skills	Yes		Application Interview Reference
An ability to analyse data	Yes		Application Interview
An ability to use initiative and prioritise work	Yes		Application Interview
Being accurate and well organised in approach to work	Yes		Interview Reference
An ability to interpret legislation and regulations	Yes		Application Interview
An ability to consult and share decision making with the senior team	Yes		Application Interview
<b>Personal Qualities</b>			
Commitment to high educational, professional and personal standards	Yes		Application Interview Reference
A total commitment to equal opportunities	Yes		Application Interview Reference
A 'can do' attitude and a willingness to be involved at all levels	Yes		Application Interview Reference
To have a strong awareness of professionalism and confidentiality	Yes		Application Interview Reference
To have a good sense of humour		Yes	Interview
<b>Equal Opportunities</b>			
An understanding of and a willingness to promote equal opportunities	Yes		Application Interview