PERSON SPECIFICATION – SCHOOL BUSINESS MANAGER – GRADE 8

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|  | Essential | Desirable | Method of assessment |
| Education and Qualifications | A willingness to undertake a professional qualification in School Business Management within an agreed timescale | A professional qualification in School Business Management and/or financial qualification or related field. | Certificates |
| Experience | Experience in a similar role.  Experience of managing people. | Experience within an educational environment.  Experience of delivering value for money initiatives. | Application form Interview  References Task |
| Skills and Abilities | Strong financial management skills, with experience of financial planning and management accounting.  Knowledge of the education sector, including funding and regulatory frameworks.  Demonstrate excellent communication skills both verbally and in writing  Excellent IT skills, with experience of using finance and HR systems. Ability to use a range of ICT packages.  Able to analyse information and communicate effectively both orally and in writing with governors, pupils, staff, parents and outside bodies  Knowledge of health and safety regulations and experience of managing facilities. | Experience of implementing strategic plans.  Demonstrate leadership skills and be able to motivate and encourage teamwork.  Ability to relate well to children. | Application form Interview  References  Task |
| Personal Qualities | Commitment to the ethos and values of a Church school.  Ability to work independently and as part of a team, with flexible and adaptable approach to work.  Able to work under pressure.  Able to deal sensitively with people, find solutions and resolve conflicts  Attention to detail |  | Application form Interview  References |
| Other Requirements | Committed to safeguarding and promoting the welfare of children and young people. |  | Application form Interview  References |