

Person Specification – School Business Manager

	Essential	Desirable	A=application R=reference I=interview C=certificate
Qualifications	<ul style="list-style-type: none"> • GSCE education to include English Language and Maths (or equivalent) • Record of Continuing Professional Development 	<p>Achieved School Business Manager qualification e.g. DSBM / CSBM</p> <p>A degree - ideally in accountancy, business management or a related discipline</p>	A C
Experience	<ul style="list-style-type: none"> • Managing strategic financial plans • Managing budgets, financial reporting, procurement and fixed assets • Financial analysis and reporting • Managing and leading teams • Working effectively with internal and external partners 	<ul style="list-style-type: none"> • Working in a strategic role in public or educational sector • Involvement in school self-evaluation and improvement planning • Project management • Managing at a senior level • Experience of leading performance management of staff • Managing H&S 	A R I
Knowledge	<ul style="list-style-type: none"> • Financial management and accounting procedures • Schools Financial Value Standard (SFVS) • Information management systems • HR policies/codes of practice/legislation • H&S policies/codes of practice/legislation • Resource management and procurement • Premises maintenance • Personnel procedures and employment legislation • An awareness and understanding of safeguarding responsibilities of all adults who work with children 	<ul style="list-style-type: none"> • School financial management and accounting • Understanding of using Integris and Oxfordshire's financial management software (BPS) 	A R I
Skills	<ul style="list-style-type: none"> • Higher level IT skills; particularly Word and Excel • Analytical skills • Ability to use initiative, prioritise, meet deadlines • Excellent interpersonal skills • Effective communicator and presenter – orally and in writing • Ability to lead and also to work as part of a team • Ability to maintain a positive and professional demeanour 		A R I C

General	<ul style="list-style-type: none"> • Demonstrate a commitment to our Catholic school's vision, aims and ethos, its community and the school improvement agenda • Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality 		A I
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