



**St John's C of E Primary School**

**Person Specification for School Business Manager**

Essential	Desirable	Evidence
<p><b>Qualifications/Experience:</b></p> <ul style="list-style-type: none"> <li>• GCSE/O' level Maths (Grade C or above) qualification or equivalent experience in a relevant role</li> <li>• Financial management experience</li> <li>• The ability to provide financial forecasting and planning</li> <li>• Experience of keeping abreast with legislation</li> <li>• Experience of preparing and presenting financial reports including budgets</li> <li>• A willingness to undertake CSBM or DSBM</li> <li>• Understanding of audit requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Experience SMB level</li> <li>• Good general education to 'A' level or equivalent</li> <li>• Certificate or Diploma in School Business Management (CSBM or DSBM)</li> <li>• Professional qualification in accountancy (AAT or equivalent desirable)</li> <li>• Experience of working in the education sector</li> <li>• Experience of using SiMs and FMS software</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Qualification Certificates</li> </ul>
<p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Good numeracy and literacy skills</li> <li>• Excellent verbal and written communications</li> <li>• Excellent ICT skills</li> <li>• Ability to prioritise and meet deadlines</li> <li>• Excellent report writing and presentation skills</li> <li>• An understanding of the context in which schools operate and of their accountability</li> <li>• An understanding of the principals of best value</li> <li>• Excellent planning and organisational skills</li> <li>• Ability to work under pressure and to strict deadlines</li> <li>• Well organised whilst being adaptable to changing priorities</li> <li>• Use comparative data and benchmarking to develop best practice</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of HR / personnel requirements of a school</li> <li>• Knowledge of payroll structures and administration (particularly School Teachers Pay and Conditions) and Surrey County Council's Pay Scheme</li> <li>• Experience of effective public sector procurement</li> <li>• Successfully working with school governors or other boards of directors</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> <li>• References</li> </ul>

<p><b>Leadership:</b></p> <ul style="list-style-type: none"> <li>• Support and demonstrate commitment to the vision of the school</li> <li>• Support the Headteacher in the management of change and improvement in pursuit of strategic objectives</li> <li>• Direct and co-ordinate the work of others</li> <li>• Work as part of a team</li> <li>• Devolve responsibilities, delegate tasks and monitor practice to see that they are being carried out</li> <li>• Set standards and provide a role model for pupils and staff</li> <li>• Deal sensitively with people and resolve conflicts.</li> <li>• Commitment to equal opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Provide professional direction to the work of others</li> <li>• Make informed use of inspection and research findings</li> <li>• Successful experience in premises management</li> <li>• Experience of appraising a team of staff</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>
<p><b>Personal and Professional Qualities:</b></p> <ul style="list-style-type: none"> <li>• Self-motivated and enthusiastic</li> <li>• Dependable and reliable</li> <li>• Excellent time management skills</li> <li>• Ability to maintain confidentiality and to exercise discretion</li> <li>• Ability to undertake the management of significant projects</li> <li>• Ability to analyse problems, implement cost effective solutions and make rational decisions</li> <li>• Ability to deal efficiently and sensitively with a range of people</li> <li>• Ability to think and work strategically and with vision</li> <li>• Ability to manage people</li> <li>• To act as a team player, willing to help out at all levels when required</li> <li>• To have good negotiation skills</li> <li>• To enjoy working with children – playground duty may be included in the role</li> <li>• A commitment to own professional development and a willingness to undertake relevant training</li> <li>• A commitment to making a real contribution to the life of the school</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of property management</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> <li>• References</li> </ul>
<p><b>Safeguarding:</b></p> <ul style="list-style-type: none"> <li>• Understanding of the safeguarding requirements and how to promote the welfare of children</li> <li>• The ability to maintain appropriate relationships and personal boundaries with children</li> <li>• Appointment subject to enhanced DBS and validated references</li> <li>• Eligibility to work in the UK</li> </ul>		<ul style="list-style-type: none"> <li>• Interview</li> <li>• References</li> <li>• Enhanced DBS clearance</li> </ul>
<p><b>Disposition and Attitude:</b> Open- minded and receptive to new ideas, approaches and challenges</p>		<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> </ul>
<p><b>General:</b> Contribute to the overall ethos/work aims of the school and to support the core values of the organisation</p>		