



School Business Manager – Person Specification

	Essential	Desirable
Qualifications	GCSE or equivalent in Maths and English	SBM or accountancy qualification
Experience	*Some experience of working in a finance role and budget management	*Knowledge/experience of working in a school sector *Experience of HR, health and safety, data protection, estates management, procurement, contract/supplier management
Knowledge and Skills	*IT proficient, with sound knowledge of Excel and the ability to quickly learn new software Effective communication and interpersonal skills <ul style="list-style-type: none"> • Ability to use own initiative to identify issues, problem solve and implement solutions • Ability to communicate a vision and inspire others • Ability to evaluate and meet changing priorities, responding flexibly, and working well under pressure. 	*Knowledge of FMS, SIMS and Parentmail/IRIS <ul style="list-style-type: none"> • Understanding of safeguarding requirements and how to promote the welfare of children • HR, health and safety, data protection, premises management, procurement, contract/supplier management
Personnel Qualities	*Self-motivated, able to work on own initiative <ul style="list-style-type: none"> • Professional integrity and honesty • Committed to continuing professional development • Committed to safeguarding children and young people • Open minded and receptive to new ideas, approaches and challenges • Understanding of the Christian ethos of the school 	