

## PERSON SPECIFICATION - SCHOOL BUSINESS MANAGER



The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. **You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form.** If you are selected for interview you may be asked also to undertake practical tests to cover the skills and abilities shown below:

Person Specification	Essential/ Desirable	How assessed
<b>Qualifications/Training</b>		
1. Recognised management/business degree or equivalent related professional qualification.	Desirable	A
2. Professional accounting qualification.	Desirable	A
3. Evidence of continuing professional development.	Essential	A
4. School Business Manager (SBM) specific qualification (L4 and above), i.e.DSBM, CSBM, ADSBM or Msc.	Desirable	A
5. Excellent English and Maths (evidenced through GCSEs Grade C and above)	Essential	A
<b>Experience</b>		
6. Successful leadership and management experience in a school as SBM, or similar role in a relevant field outside education e.g. qualified accountant/finance director.	Essential	SS I
7. Line management experience; managing teams	Essential	SS A
8. Experience of managing budgets, financial reporting and procurement.	Essential	SS T
9. Experience of Managing HR/ Sound knowledge of best practice in regard to safer recruitment.	Essential	A SS I
10. Experience of managing Health & Safety	Essential	A SS I
11. Experience of contributing to staff development.	Desirable	SS I
12. Experience of working with children or young people.	Desirable	SS
13. Experience of involvement in school self-evaluation and improvement planning	Desirable	SS
14. Experience of managing change projects.	Desirable	SS I
15. Successful experience in the submission of bids securing funding in the public sector.	Desirable	SS I
16. Familiarity with invoice processing/payment reconciliation software package.	Desirable	SS I
17. Working knowledge or experience of premises management.	Desirable	SS I
18. An understanding of school management issues and the role of the Governing Body.	Desirable	SS I
<b>Knowledge/Skills</b>		
19. Excellent attention to detail.	Essential	A SS I T
20. Strong data analysis and reporting skills to assess the budget and make recommendations.	Essential	SS T
21. Experience of SIMS or other similar School MIS systems.	Desirable	SS I
22. Effective communication and interpersonal skills enabling an effective working relationship with staff and other stakeholders.	Essential	SS I
23. Able to lead teams and individuals.	Essential	SS I
24. Able to persuade, motivate, negotiate and influence decision making.	Essential	I T
25. Excellent computing skills-particularly using Excel	Essential	T

Personal Skills		
26. Ability to relate well to children and adults.	Essential	SS I
27. Willingness to constructively challenge the work of self and others to continually improve own and team performance.	Essential	SS I
28. Strong organisational skills to manage multiple competing demands on your time and energies to ensure deadlines are met.	Essential	SS T I
29. Delegate responsibilities and tasks and monitor practice to see that they are being carried out effectively.	Essential	SS I
30. Be a role model for pupils and staff.	Essential	SS I
31. Seek advice and support when necessary.	Essential	SS I

Key:

SS	Supporting Statement	T	Task
A	Application Form	I	Interview