Templefield Lower School

School Business Manager Person Specification

Attributes	Essential	Desirable
Qualifications and experience	GCSE English and Maths or equivalent Recognised management or business degree, NVQ 4 or equivalent related professional qualification Willingness to undertake training as required Experience of working in a similar management or finance role	School Business Manager specific qualification e.g. DSBM, CSBM Experience of working in a similar management and finance role within a school
Professional knowledge, understanding and skills	Able to strategically influence decision making within the school and contribute to management, decisions and initiatives Knowledge of finance, including budgeting, reconciliation, monthly and year end procedures and financial reporting Ability to use financial data to contribute to future planning Confident in using ICT with a knowledge of software packages Full working knowledge of relevant policies, codes of practice and legislation Experience of GDPR Knowledge and understanding of human resources management Ability to lead, manage and motivate others Ability to deliver services and systems for effective school management	Experience of making strategic and operational changes within a workplace SIMS and FMS experience School Information Management Good understanding of premises management, and health and safety policies and procedures Good understanding of GDPR legislation, policies and procedures
Skills	Planned and organised approach to workload Manage a diverse workload and maintain a high standard of performance whilst working to tight deadlines Innovative and prepared to exercise judgement Excellent communication skills, both written and verbal Ability to manage and deal with complex issues Prioritise, plan, direct and co-ordinate the work of others Good negotiation skills in order to negotiate contracts and solutions to problems Supportive of the headteacher in the management of change and improvement in pursuit of strategic objectives Develop and maintain good relationships with a wide range of people	
Personal qualities	Open-minded, self-evaluative and adaptable to changing circumstances and new ideas Has high expectations of self and others Knows when to seek advice and support Positive can-do approach and self-motivated Flexible, resilient and calm in challenging situations Able to motivate and support others, with an ability to persuade and influence	

	Excellent interpersonal and organisational skills Able to form and maintain appropriate relationships with children	
Professional values	Commitment to the personal welfare and safeguarding of children Maintain absolute confidentiality and integrity Support and demonstrate commitment to the vision of the school Committed to equality and diversity	