PERSON SPECIFICATION
SCHOOL BUSINESS MANAGER

	Essential	Desirable
Qualifications	Good general education	Finance qualification or Certificate/Diploma in School Business Management
Experience	• Highly numerate and accurate • Able to maintain computerised accounting system • Able to prepare and present financial data • Able to prepare and monitor a budget plan including salary profiles and costs • Experience of working in a school business management, finance, business management or similar senior operational role. • Experience of financial management, including budget preparation, monitoring, forecasting and financial reporting. • Experience of providing strategic advice to senior leaders on financial, staffing, resource and operational matters. • Experience of managing and improving business and operational processes to support the effective and efficient running of an organisation. • Experience of recruitment and supporting the management of staff. • Experience of working with external providers, contractors and professional services.	Knowledge of Financial Management standards in school. Experience of SIMS FMS, EDU PAY Understanding of payroll administration
Knowledge & Understanding	• Able to clarify and explain general employment issues • Able to establish good personnel practice • Knowledge and understanding of school business management, including financial management, resource planning, staffing and operational compliance. • Understanding of how effective financial and resource management supports school improvement and strategic priorities. • Knowledge and understanding of relevant employment, safeguarding, health and safety and statutory compliance requirements within a school environment.	Understanding of teacher personnel structures Understanding of local authority (SCC) personnel structures Experience in recruitment of staff
Skills & competencies	• Skilled in the use of Microsoft Office including excel • Experience of leading and implementing organisational or operational change and procurement skills • Ability to analyse financial and operational information and use this to identify risks, opportunities and areas for improvement. • Ability to provide clear, evidence-based advice and recommendations to the Headteacher and governing board on financial, staffing and operational matters. • Ability to lead and implement change, improving systems and processes while maintaining effective day-to-day operations. • Ability to prioritise competing demands and work strategically while maintaining accurate and effective operational systems.	Experience of SIMS.net and FMS Experience of premises and grounds maintenance administration Knowledge of Health and Safety
Personal Qualities	• Effective problem solving • Effective communication skills • Strategic planning and organisational skills • Able to meet tight deadlines • Able to remain calm under pressure • Excellent interpersonal skills.	Understanding of educational environment Enthusiasm for education