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**The Surrey Teaching Centre – Person Specification – School Business Manager**

Please note, candidates who do not fulfil at least the essential minimum criteria will not be shortlisted for interview.

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|  | **Essential** | **Desirable** |
| **Qualifications, General Experience and****Skills** | * Good general education
* Experience working in education
* Previous experience of financial management
* Ability to resolve complex issues, anticipate problems and recommend solutions
* Well-developed analytical, strategic planning and organisational skills
* Ability to interpret advice and devise policies and practices
* Effective communication with a variety of stakeholders including the ability to relate to children
* Ability to advise Headteacher and Governors at a strategic level
 | * School Business Management qualification or willingness to undertake qualification
* Knowledge of Health and Safety relevant to a school environment
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| **Finance** | * Highly numerate and accurate
* Able to maintain a computerised accounting system
* Able to prepare and present financial data and evaluate, clarify and explain
* Able to maintain good financial practice
* Able to prepare a budget plan with profiled salaries and costs
 | * Knowledge of Schools Financial Value Standard (SFVS)
* Experience of SIMS FMS
* Understanding of Local Authority payroll and administration
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| **Personnel** | * Able to clarify and explain general employment issues
* Able to establish good personnel practice
 | * Understanding of Local Authority and teaching personnel structures
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| **ICT** | * Skilled in the use of Microsoft Office
* Aptitude for working with ICT systems
 | * Experience of SIMS.net, SIMS FMS Experience of online payment systems
* Experience of operating school systems
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| **Procurement** | * Procurement skills obtaining best value
 | * Understanding of the local authority procurement guidelines
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| **Personal Qualities** | * Excellent time and priority management and the ability to meet tight deadlines.
* Able to handle emergency situations keeping calm under pressure.
* Excellent interpersonal skills.
* Have high standards of self and others and lead with a high level of professional conduct showing integrity and loyalty.
* Ability to be decisive, consistent and focused on solutions.
* Able to communicate effectively well with all stakeholders.
* Able to adapt to changing circumstances and new ideas in a positive and creative manner.
* Dependable and reliable.
* Understanding, commitment and enthusiasm for education.
* Committed to the importance of the values of safeguarding.
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| **The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment to this post will be subject to an enhanced DBS check and a check against the Children’s Barred List.** |