

SCHOOL BUSINESS MANAGER

Person Specification

The person specification outlines the key abilities, skills and experience we require in our School Business Manager. The selection panel will assess each candidate against these criteria, expecting candidates to demonstrate knowledge and understanding of each area and to show evidence of having applied (or awareness of how to apply) this knowledge in the school context.

Qualifications and Training	
Essential	Desirable
Excellent numeracy/literacy skills	A degree or other relevant qualification - ideally in accountancy, business management or a related discipline
Significant experience in business administration with a financial bias, preferably within a school setting	Able to use and manage all aspects of FMS and SAP
Analysing and processing financial information including financial reports. Managing and monitoring budgets effectively	
Experience of HR management & payroll	
Experience of word processing & excel	
Enhanced DBS and relevant disclosures	
Skills and Knowledge	
Essential	Desirable
Successful leadership and management experience in a school, or in a relevant field outside education	
Working with children or young people	Experience of managing change and implementing new systems / procedures / controls
Evidence of finance experience to support the day-to-day operation of an establishment within financial restraints	
Knowledge of principles and methods of financial control and reporting and their adaptation to various purposes, including the preparation of financial accounts	

Sound working knowledge and understanding of methods of ordering, contracts, purchasing, negotiating, value for money and best value.	
Understanding of data protection and confidentiality	
Work constructively as part of a team, understanding school roles and responsibilities and your own position within these	
Ability to lead team member/s and to delegate tasks effectively	
To appraise performance of team member/s	
Ability to handle sensitive and confidential information and issues appropriately	
Ability to relate sensitively and positively to both children and adults, which impacts on the wellbeing of all in the workplace	
Ability to self-evaluate learning needs and actively seek CPD	
Ability to communicate a vision and inspire others	

Personal Qualities

Essential	Desirable
Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils	
Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school	
Ability to work under pressure and prioritise effectively	
Commitment to maintaining confidentiality at all times	
Commitment to safeguarding and equality	
Embraces change well	
Deals with difficult situations effectively	
Excellent communication, organisational and ICT skills	