



Cotysmore Road, Sutton Coldfield, West Midlands, B75 6BL

Infant Site 0121 464 1918 Junior Site 0121 464 1919

email enquiry@whitehousecommon.bham.sch.uk www.whitehousecommon.bham.sch.uk

Headteacher Mrs F Milward BA Hons PGCE NPQH

Person Specification for School Business Manager

Essential	Desirable	Evidence
<p>Qualifications/Experience:</p> <ul style="list-style-type: none"> • Certificate or Diploma in School Business Management (CSBM or DSBM) • GCSE/O' level Maths (Grade C or above) qualification or equivalent experience in a relevant role • Financial management experience • The ability to provide financial forecasting and planning • Experience of keeping abreast with legislation • Experience of preparing and presenting financial reports including budgets 	<ul style="list-style-type: none"> • Experience SMB level • Good general education to 'A' level or equivalent • Professional qualification in accountancy (AAT or equivalent desirable) • Experience of working in the education sector 	<ul style="list-style-type: none"> • Application form • Qualification Certificates
<p>Skills:</p> <ul style="list-style-type: none"> • Good numeracy and literacy skills • Excellent verbal and written communications • Excellent ICT skills • Ability to prioritise and meet deadlines • Excellent report writing and presentation skills • An understanding of the context in which schools operate and of their accountability • An understanding of the principals of best value • Excellent planning and organisational skills • Ability to work under pressure and to strict deadlines • Well organised whilst being adaptable to changing priorities • Use comparative data and benchmarking to develop best practice 	<ul style="list-style-type: none"> • Knowledge of HR / personnel requirements of a school • Knowledge of payroll structures and administration (particularly School Teachers Pay and Conditions) • Experience of effective public sector procurement • Successfully working with school governors or other boards of directors 	<ul style="list-style-type: none"> • Application form • Interview • References





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<p>Leadership:</p> <ul style="list-style-type: none"> • Support and demonstrate commitment to the vision of the school • Support the Headteacher in the management of change and improvement in pursuit of strategic objectives • Direct and co-ordinate the work of others • Work as part of a team • Devolve responsibilities, delegate tasks and monitor practice to see that they are being carried out • Set standards and provide a role model for pupils and staff • Deal sensitively with people and resolve conflicts. • Commitment to equal opportunities 	<ul style="list-style-type: none"> • Provide professional direction to the work of others • Make informed use of inspection and research findings • Successful experience in premises management • Experience of appraising a team of staff 	<ul style="list-style-type: none"> • Application Form • Interview
<p>Personal and Professional Qualities:</p> <ul style="list-style-type: none"> • Self-motivated and enthusiastic • Dependable and reliable • Excellent time management skills • Ability to maintain confidentiality and to exercise discretion • Ability to undertake the management of significant projects • Ability to analyse problems, implement cost effective solutions and make rational decisions • Ability to deal efficiently and sensitively with a range of people • Ability to think and work strategically and with vision • Ability to manage people • To act as a team player, willing to help out at all levels when required • To have good negotiation skills • To enjoy working with children – playground duty may be included in the role • A commitment to own professional development and a willingness to undertake relevant training • A commitment to making a real contribution to the life of the school 	<ul style="list-style-type: none"> • Knowledge and understanding of property management 	<ul style="list-style-type: none"> • Application form • Interview • References





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<p>Safeguarding:</p> <ul style="list-style-type: none"> • Understanding of the safeguarding requirements and how to promote the welfare of children • The ability to maintain appropriate relationships and personal boundaries with children • Appointment subject to enhanced DBS and validated references • Eligibility to work in the UK 		<ul style="list-style-type: none"> • Interview • References • Enhanced DBS clearance
<p>Disposition and Attitude: Open- minded and receptive to new ideas, approaches and challenges</p>		<ul style="list-style-type: none"> • Application form • Interview
<p>General: Contribute to the overall ethos/work aims of the school and to support the core values of the organisation</p>		

