**Person Specification for School Business Manager**

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| **Essential** | **Desirable** | **Evidence** |
| **Qualifications/Experience:**     * 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 | * 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 | * Application form * Qualification   Certificates |
| **Skills:**   * 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 | * 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 | * Application form * Interview * References |

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| **Leadership:**   * 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 | * 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 | * Application Form * Interview |
| **Personal and Professional Qualities:**   * 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 | • Knowledge and  understanding of property  management | * Application form * Interview * References |
| **Safeguarding:**   * 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 |  | * Interview * References * Enhanced DBS   clearance |
| **Disposition and Attitude:**  Open- minded and receptive to new ideas, approaches and challenges |  | * Application form * Interview |
| **General:**  Contribute to the overall ethos/work aims of the school and to support the core values of the organisation | | |