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Date of Issue: Ref:

Sandwell Metropolitan Borough Council

Personnel Specification

P66

Job Title School Business Manager	**Thematic Area** Children and Young People's Services	**Date Completed**
Grade BAND G	**Location** Yew Tree Primary School	**Signature**

The Personnel Specification outlines the main attributes needed to adequately perform the post specified. In drawing together the specification, a critical examination of the job description has been undertaken to pinpoint those elements of the post deemed as essential.

The Personnel Specification is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

	Essential	N/A	How identified
1. Physical What does the job require in the way of: - Appearance, manner, speech, general health, voice etc. Consider the real needs of the job. Be particularly wary about setting age limits which actively discriminates against specific age groups and disabled people.	Candidates should have less than 4 absences in the last 6 months or not more than 10 days absence over the 12 months period prior to the closing date for the post. Any absences relating to a disability or any other incapacity will be viewed sympathetically and will be considered if fully explained. Should any candidate not meet this criteria and choose to include an explanation then this will be considered Smart appearance Clear speech.		Job and medical history from application form and references. Performance in interview process.
2. Qualifications What does the job require in the way of: - Level of formal qualifications required to carry out the job. Describe these by level of attainment and by subject matter where appropriate, e.g. Degree, HNC, Professional Qualifications, GCSE's, CIPFA etc. Consider carefully whether these are absolutely necessary.	Qualification in line with administrative and financial work e.g. NVQ level 4/Certificate In School Business Management CSBM.		Formal possession of an appropriate qualification to be verified at interview or from records.
3. Experience What does the job require in the way of: - Specific related job experience and in what type of working environment. What kind of life experience could supplement or replace this? Which is more important to the success of the job?	Strategic development planning Recruitment and supervision of people Establishment of business systems Monitoring of business/financial systems inline with audit parameters Use of management information systems Analysis of complex information Working on own initiative Liaison with range of agencies Project management Minimum of 3 years experience working at a senior level within an organisation Working to tight deadlines Safeguarding practices		Past employment activity record. Performance in related selection methods, e.g. presentation, group discussion.
4. Training What does the job require in the way of: - Specific and/or specialist training in order to do the job, e.g. training in recruitment and selection, supervisory, management, inter-personal skills. Apprenticeship in a recognised trade. Practical training in the use of specific equipment, arc welding, word processing etc.	Use of SIMS, FMS and other business software systems DfE Financial Standard toolkit/SFVS Employment Law Health and Safety – IOSH Safeguarding/child protection Premise Management		Past training history from application form and records. Selection process by **demonstration** of ability to display knowledge and skills at the interview.

	Essential	N/A	How identified
5. Special Knowledge What special knowledge is required in order to perform the job properly, e.g. a knowledge of employment legislation, accounting, financial planning regulations, languages, computer systems, local area etc?	Financial/audit processes Working knowledge of SIMS, FMS, Word, Excel, Publisher Health and Safety Employment Law Safeguarding/Child protection Premise Management		
6. Disposition How far does the job require: - Being steady, dependable, persevering, persistent, even tenacious, being difficult to distract or discourage. Getting on well with others, working readily with others, co-operating, and influencing others. Depending on oneself rather than others, relying on own resources, accepting responsibility, leadership qualities, ability to motivate others. Ability to cope with monotony, neatness, accuracy of work, attention to detail.	Ability to use initiative; lead others; co-operate within a team; be approachable; reliable; flexible; able to work under pressure.		Performance in related selection process, e.g. exercises, group discussion, problem-solving, questions etc.
7. Practical and Intellectual Skills What practical and intellectual skills are required for performing the job effectively? Does the person need to be a practically orientated person, should they be able to make decisions, should they be able to understand information derived from complex reports? What degree of manual dexterity is needed? Does the applicant need to be mechanically minded?	Excellent communication skills – written and verbal Ability to understand and act upon complex information Good decision maker and negotiator High standard of presentation Problem solving skills Ability to delegate appropriately and to monitor the performance of others. Line management of staff		Performance in related selection process.
8a. Legal Requirements			
Are there any limitations or requirements imposed by statute that candidates must comply with, e.g. special qualifications, minimum age range etc.? Are there any "Genuine Occupational Qualifications" as defined in legislation which apply to this post?			Application form and interview questioning and reference.
8b. DBS Clearance			

Will the post holder be:	Working in an educational establishment, children's day or residential care home.	Yes	✓	No		If Yes, the post holder will require an Enhanced Disclosure.
	Involved in caring, training, supervising or being in sole, unsupervised contact with children.	Yes	✓	No		If Yes, the post holder will require an Enhanced Disclosure.
	A member of an executive which discharges any educational or social services functions of a local authority.	Yes		No	✓	If Yes, the post holder will require an Enhanced Disclosure.
	Involved in regularly caring for, training, supervising or in sole charge of vulnerable adults, as defined in the Disclosure Access Category Code List	Yes		No	✓	If Yes, the post holder will require an Enhanced Disclosure.
	Concerned with the provision of care services to vulnerable adults.	Yes		No	✓	If Yes, the post holder will require a Standard Disclosure.