



School Manager - Person Specification

All candidates should demonstrate how well their qualifications and experience, personal qualities, skills, professional knowledge and understanding and knowledge of safeguarding meet the requirements of the person specification.

Qualifications		
Essential		Desirable
1	NVQ level 4 or equivalent qualification/experience	Specific School Business Management Qualification CSBM/DSBM
2	Evidence of continuing professional development	Member of National College / Institute of School Business Leadership

Experience		
Essential		Desirable
1	Managing strategic plans – working towards a common goal.	Working with a senior leadership team in a school or academy environment
2	Managing budgets, financial reporting, procurement processes	Knowledge of school budgets
3	Managing change projects	
4	Managing administration – planning development and monitoring	
5	Managing staff	
6	Personnel/HR management experience	
7	Site/premises, health & safety responsibilities	

Knowledge, skills and abilities		
Essential		Desirable
1	Able to deliver services and systems for effective school management	in a school or academy environment
2	Able to deliver value for money initiatives	
3	Able to lead teams and individuals	Understanding of promoting positive relationships
4	Able to use technology to enhance efficiency and effectiveness	Have experience of managing a website / social media
5	Able to use a range of IT packages	SIMS FMS ACCESS

6	Able to review and develop support services to meet the current and future needs of the school	
7	Ability to interpret advice/statute and devise policy/practice in light of these	

Personal qualities - Candidates should have:		
1	A desire to make a difference to the lives of young people	
2	Resilience, energy, enthusiasm and creativity	
3	Highly developed interpersonal skills	
4	The ability to work independently and as part of a team (to include teachers, support staff, Governors, the family of schools, Local Authority, Diocese, Church and other Stakeholders)	
5	Eagerness to be constructive and always aim for continual improvements	
6	High motivation and commitment to the school	
7	Excellent time management skills	
8	Excellent communications skills	
9	A friendly and approachable manner – be welcoming and professional.	
10	Ability to work under pressure, meet deadlines, work flexibly and calmly and be able to reflect on processes and outcomes	
11	Support for the Catholic ethos	
12	Commitment to safeguarding and protecting the welfare of children and young people	
13	Commitment to Health Safety and Wellbeing for all.	
14	Commitment to equality and diversity	

The successful candidate will be required to undergo an enhanced check with Barred List from the Disclosure and Barring Service (DBS) and a section 128 check