

Person specification: Strategic School Business Manager

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • 5 A*- Cs at GCSE including English and Maths • A degree qualification or equivalent • A professional qualification in Business Management, Accountancy, Human Resources and/or Premises Management • Evidence of Continuous Professional Development
Experience	<ul style="list-style-type: none"> • Successful leadership and management experience in a school, or in a relevant field outside education • Experience of managing administrative systems and procedures • Involvement in self-evaluation and improvement planning • Line management experience • Experience of change management • Contributing to staff development
Skills and knowledge	<ul style="list-style-type: none"> • Expert knowledge of financial procedures and regulations in schools • Excellent attention to detail • Good knowledge of effective ICT administration systems • Ability to use management information systems • Knowledge of Data Protection legislative requirements and how to effectively manage a professional office in line with these requirements • Ability to communicate verbally with, and write reports for, a range of stakeholders, including Governors and external agencies • Ability to manage people effectively by conducting regular meetings, setting targets for performance, delegating tasks appropriately, and monitoring the quality of delivery and outcomes • Good knowledge of policy and practice regarding premises management and Health and Safety • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build effective working relationships with staff and other stakeholders

Personal qualities	<ul style="list-style-type: none"> • Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils • Ability to build and maintain effective working relationships with a wide variety of people • Ability to prioritise conflicting demands and prioritise effectively • Ability to take a problem-solving approach to tasks, and develop valid and financially sound solutions • Commitment to acting with integrity, honesty, loyalty, and fairness to safeguard the assets, financial probity and reputation of the school • Willingness to keep up to date on relevant policy and procedures in line with the duties identified in the job description and any other educational developments • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality
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