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| **Keston Primary School and Nursery** | |
| **Person Specification** | |
| **Job Title:** | **School Business Manager** |
| **Qualifications:** | NVQ 4 or Degree or equivalent qualification or experience in relevant discipline |
| **Essential Knowledge:** | * Understanding of relevant policies/codes of practice/legislation |
| **Desirable Knowledge:** | * Comprehensive understanding of excellence in the School Business Manager role * Sound knowledge of financial management and accounting procedures * Current knowledge of finance relating to schools * Familiarity with pay and conditions of local authority staff * The principles of best value as applied within a publicly accountable organisation * Sound knowledge of schools based software (SIMS) or commercial equivalent and up to date understanding of new technological functions * Full working knowledge of relevant policies/codes of practice/legislation e.g. HR, risk assessment, health & safety and financial procedures * Working knowledge of equal opportunities and managing diversity. |
| **Essential Experience:** | * Experience of working in a business environment at a management level * Experience of working within a financial role |
| **Desirable Experience:** | * Leading and managing staff * Managing complex financial, HR and administration systems. * Processing financial information including analysing financial reports, managing and monitoring budgets effectively * Ensuring financial propriety with procedures and current Local Government Finance legislation * Managing Health and Safety within a school |
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| **Essential Skills and Abilities:** | * Excellent analytical skills, including the ability to analyse data and information and use the analysis to monitor and support activities to drive school improvement * Excellent ICT skills including the adept use of Microsoft applications, SIMS and website software with motivation to constantly innovate and improve * Excellent oral and written communication skills * Ability to manage a multi-disciplinary team effectively * Ability to relate well to children and adults |
| **Desirable Skills and Abilities:** | * Model excellence in the School Business Manager role (as judged by outcomes) and act as an exemplar to support and develop other schools * Identify areas for own and others CPD and undertake relevant training * Maintain a positive and professional demeanour at all times * Show drive, enthusiasm and commitment in the achievement of business objectives * Demonstrate exceptional interpersonal skills and emotional intelligence. Develop and maintain good relationships and communicate effectively with all members of the school community including governors, pupils, parents and visitors to the school * Manage the administrative and premises teams and their professional development * Multi task, prioritise workload and meet urgent deadlines * Investigate and drive innovative opportunities available to the school * Identify, research, develop, cost and implement new initiatives * Persuade, motivate, negotiate and positively influence others * Organise, prioritise and delegate a wide range of work appropriately * Negotiate and monitor contracts for goods and/or services to ensure best value * Locate opportunities and draft bids for additional financial opportunities |
| **Special Conditions:** | * Enhanced DBS check required |