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| PERSON SPECIFICATION |
| School Business Manager |

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| **Education and Qualifications:**  |
| Recognised management/business degree or equivalent related professional qualification. |
| Completed or working towards Level 5 School Business Manager Diploma as a minimum or willing to work towards this.  |
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| **Experience:**  |
| Working at Tier 3 of NASBM Professional Standards – (Practice at this level is likely to include, but not be limited to, the management of a team, processes or projects with management accountability for an individual or a team discharging a task or function) |
| Managing strategic financial plans  |
| Managing budgets, financial reporting, procurement and fixed assets  |
| Managing change projects  |
| Managing Health and Safety  |
| Managing within an educational environment  |
| Leadership at a Senior Leadership Team level  |
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| **Knowledge/Skills** |
| Able to deliver services and systems applicable for effective school management. Able to deliver value for money initiatives  |
| Able to understand national & regional educational services and deliver appropriate strategies  |
| Able to lead teams and individuals  |
| Able to advise on strategic decision making within the school  |
| Able to use a range of ICT packages  |
| Understanding of educational enterprise issues  |
| Understanding of promoting positive relationships with the wider school community  |
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| **Other job requirements:**  |
| Highly developed interpersonal skills |
| Planning and Organisation |
| Project Management |
| Analytical thinking |
| Ability to work under pressure and meet deadlines. |
| Enhanced DBS check |