



PERSON SPECIFICATION

School Business Manager

Factors	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ▪ Recognised management/business degree, NVQ 4 or equivalent related professional qualification. 	School Business Manager specific qualification i.e. DSBM, CSBM. ADSBM or MSc School Business Management
Training	<ul style="list-style-type: none"> ▪ Evidence of Continuing Professional Development. 	Member of National Association of School Business Management
Experience	<ul style="list-style-type: none"> ▪ Managing and reporting strategic financial plans ▪ Managing budgets, financial reporting, procurement and fixed assets ▪ Managing change projects ▪ Managing teams ▪ Managing HR ▪ Managing H & S ▪ Managing Administration Systems ▪ Several years experience working in an office environment at senior level. 	<p>Managing within an educational environment, including Premises</p> <p>Managing at a Senior Management Team level.</p> <p>Knowledge of School MIS systems</p>
Knowledge and Skills	<ul style="list-style-type: none"> ▪ 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 strategically influence decision making within the school ▪ Able to use a range of ICT packages ▪ Excellent numeracy/literacy/ICT skills ▪ Ability to interpret advice/statute and to devise policy/practice in the light of these ▪ Ability to relate well to children and adults ▪ Understanding of promoting positive relationships with the wider school community. ▪ Ability to persuade, motivate, negotiate and influence. 	<p>Understanding of educational enterprise issues.</p> <p>Experience of project management and fund raising.</p> <p>Good working knowledge of employment law issues.</p>



Factors	Essential	Desirable
Personal Qualities	<ul style="list-style-type: none"> ▪ Highly developed interpersonal skills including influencing skills ▪ Support and demonstrate a commitment to the vision for excellence in every aspect of the work of the school ▪ Support the Headteacher in the management of change and improvement in pursuit of strategic objectives ▪ Prioritise, plan and organise direct and co-ordinate the work of others; build, support and work with high performing teams ▪ Work as part of a team ▪ Willingness to constructively challenge the work of self and others to continually improve own and team performance ▪ Ability to work under pressure, prioritise and meet deadlines ▪ Devolve responsibilities, delegate task and monitor practice to see that they are being carried out within set standards and provide a role model for pupils and staff ▪ Seek advice and support when necessary ▪ Deal sensitively with people and resolve conflicts ▪ Demonstrate a flexible and adaptable approach. ▪ Support the Christian ethos of the school. 	