



PERSON SPECIFICATION – Business Manager

Criteria	Essential	Desirable
Knowledge, Qualifications, Experience, Skills, Abilities	<ul style="list-style-type: none"> • Good general education • Relevant formal qualification, e.g. in accountancy or management • Successful education/training and track record in relevant finance/management field • Excellent ability in Microsoft excel and experience of finance systems and accounts • Good awareness and understanding of school frameworks and funding • Effective use of IT for management • Able to prepare a budget plan with fully profiled salaries and other costs and longer term budgets taking account of Value for Money, organisational priorities, and factors affecting funding/income • Able to manage budgets and maintain accurate financial information to facilitate effective monitoring to achieve organisational aims • Able to present complex financial data and to evaluate, clarify, and explain to governors and colleagues the school's financial procedures in the context of financial regulations • Able to establish and maintain good financial practice • Able to delegate tasks and manage own workload to meet deadlines • Able to identify own professional development needs and ensure they are met • Able to identify and manage potential risks • Able to lead appropriate innovation projects 	<ul style="list-style-type: none"> • Graduate or equivalent • School business management qualification, e.g. <i>Certificate of School Business Management (CSBM), or Diploma of School Business Management (DSBM), or Advanced Diploma of School Business Management (ADBSM)</i> • IOSH Qualified • Successful experience in school finance • Experience of SIMS FMS (finance module of Schools' Information Management System) and SIMS Personnel • Knowledge of payroll structures and administration (particularly School Teachers' Pay and Conditions and Bucks County Council's Pay Scales) • Successful experience in Human Resources management • Knowledge of Local Government procedures • Experience of effective public sector procurement • Experience of effective public sector tenders and contracts • Successful track record in working with school governors or other boards of directors • Successful experience in premises' management



AMERSHAM SCHOOL

A Business and Enterprise College

Criteria	Essential	Desirable
Leadership	<ul style="list-style-type: none"> • Successful and significant experience of leading, developing, and appraising a team of staff • Ability to communicate effectively to a variety of audiences • Ability to engage with and command respect in working with colleagues at all levels • Successful experience in managing change • Successful experience of managing challenging and/or sensitive situations 	<ul style="list-style-type: none"> • Successful and significant experience in a whole school leadership role • Successful experience of role in wider school community
Personal Qualities	<ul style="list-style-type: none"> • Flexible approach to work • Ability to take responsibility • Acts with integrity, honesty, loyalty and fairness • Confidentiality • Self-starter but also able to work collaboratively with other team members • Natural authority and confidence in dealing with people and situations • Calm and organised under pressure • Resilient and determined 	<ul style="list-style-type: none"> • Sense of humour