| **Attributes** | **Essential** | **Desirable** |
| --- | --- | --- |
| **Qualifications & Training** | **Evidence of**:* A recognised relevant degree, NVQ3/4 or equivalent professional qualification.
* Evidence of continuous Professional Development
 | **Evidence of:*** DSBM,CSBM,ADSBM
* Accountancy Qualification
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| **Experience**  | **Evidence of:*** Senior Leadership in a public/private sector setting
* Significant experience in Financial Management
* Managing budgets, financial reporting, procurement
* Managing Teams
* Managing HR/Personnel
* Managing Health & Safety
* Experience of driving through organisational change
* Experience of developing effective administrative systems and procedures
* Experience of project management
* Experience of producing a variety of financial reports, including detailed management accounts
* Able to present complex financial data and to evaluate, clarify and explain to Governors and colleagues the financial procedures
 | **Evidence of:*** Previous experience as a school business manager
* Knowledge of payroll administration
* Experience of tendering for supplies and services
* Successful and significant experience in a whole school leadership role
* Experience of completing applications to secure funding
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| **Abilities, skills and knowledge** | **Evidence of:*** A good understanding of the principles underpinning effective performance management
* Good knowledge of financial standards, and financial procedures and regulations in schools
* A clear understanding of HR and change processes, systems and structures needed to ensure a high quality professional environment for learning
* Ability to communicate verbally with and write reports for a range of stake holders, 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
* Ability to prioritise conflicting demands and thrive under pressure
* Ability to take a problem solving approach to tasks and develop well thought through, valid and financially sound solutions
* Good knowledge of what constitutes ‘best value’ and the ability to translate this into all aspects of the Job description
* Ability to be flexible and able to respond to the unexpected in a calm and reassuring manner
* Ability to use computer systems, including Word processing skills to produce tables, spreadsheets and statistical returns
* Ability to build and maintain effective working relationships with a wide variety of people
* Ability to maintain strict confidentiality in all matters
* Willingness to keep up to date on all relevant policy and procedures in line with the duties identified in the job description and any other educational
* Ability to draw upon inter-personal skills to build effective business partnership
 | **Evidence of:*** Managing within an educational environment
* Successful experience in premises’ management.
* Understanding of Safeguarding and Child Protection legislation.
* Experience of dealing with recruitment, disciplinary and capability issues.
* Ability to use management information systems such as SIMS
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