

**THE FOREST SCHOOL
BUSINESS MANAGER
PERSON SPECIFICATION**

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CATEGORY	ESSENTIAL	DESIRABLE	ASSESSED THROUGH:
Qualifications	<ul style="list-style-type: none"> Recognised management/business degree or equivalent related professional qualification. 	<ul style="list-style-type: none"> School Business Manager specific qualification i.e. DSBM, CSBM. ADSBM or Msc School Business Management 	<p>Certificates at Interview</p> <p>Application form</p>
Training	<ul style="list-style-type: none"> Evidence of Continuing Professional Development. 	<ul style="list-style-type: none"> Member of National Association of School Business Management or other professional body 	<p>Application form.</p> <p>Interview</p>
Experience	<ul style="list-style-type: none"> Managing strategic financial plans. Managing budgets, financial reporting, procurement and fixed assets. Managing change projects. Managing Health & Safety. Managing people. 	<ul style="list-style-type: none"> Managing within an educational environment. Managing at a Senior Management Team level. 	<p>Application Form</p> <p>Interview</p>
Skills and abilities	<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. Knowledge of fund-raising opportunities for schools. 	<ul style="list-style-type: none"> Understanding of educational enterprise issues. Understanding of promoting positive relationships with the wider school community. 	<p>Application form.</p> <p>Interview</p>

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Personal qualities	<ul style="list-style-type: none"> • Highly developed interpersonal skills including influencing skills. • Willingness to constructively challenge the work of self and others to continually improve own and team performance. • Ability to work under pressure and meet deadlines. 	<ul style="list-style-type: none"> ▪ Likes young people and enjoys being with them. ▪ Committed to promoting the safeguarding and welfare of pupils. ▪ Friendly. ▪ Hard-working. ▪ Has high expectations of self and pupils. ▪ Reliable, punctual and responsible. ▪ Puts a high value on treating others with respect and courtesy, and building positive relationships within appropriate personal boundaries. ▪ Committed to inclusion. 	<p>Application form.</p> <p>Interview</p>
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