 **Bradfield School: Business Manager Person Specification**

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|  | **Essential** | **Desirable** | **Evidence** |
| **Qualifications** | Recognised management/business/finance degree/accountancy qualification or equivalent related professional qualification.  GCSE grade minimum C or equivalent English and Mathematics | School Business Manager specific qualification  i.e. DSBM, CSBM. ADSBM or Msc School  Business Management or Accountancy qualifications | Certificates  Application form |
| **Training** | Evidence of Continuing Professional  Development. | Member of National Association of School  Business Management or other professional associations | Application form |
| **Experience** | Managing strategic financial plans.  Managing budgets, financial reporting, procurement and fixed assets.  Managing change projects.  Managing facilities and people | Managing within an educational environment.  Managing at least at Middle Management Team level.  Managing H&S | Application Form  Interview |
| **Knowledge and**  **Skills** | Able to deliver services and systems applicable for effective school management.  Able to deliver value for money initiatives.  Able to understand national and regional educational or related services and deliver appropriate strategies.  Able to lead teams and individuals.  Able to strategically influence decision making.  Able to use a range of ICT packages.  Knowledge of Child Protection and Safeguarding matters.  Able to be innovative and creative in developing solutions. | Understanding of educational enterprise issues.  Understanding of promoting positive relationships with the wider school community. | Application Form  Interview |
| **Personal**  **characteristics** | 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. |  | Application Form  Interview |