 **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 qualificationi.e. DSBM, CSBM. ADSBM or Msc SchoolBusiness Management or Accountancy qualifications | Certificates Application form |
| **Training** | Evidence of Continuing ProfessionalDevelopment. | Member of National Association of SchoolBusiness 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 FormInterview |
| **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 FormInterview |
| **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 FormInterview |