

**Tunbury Primary School, Tunbury Avenue, Walderslade, Kent. ME5 9HY**

**SCHOOL BUSINESS MANAGER**

**Person Specification**

* We are seeking a person qualified to level 4-5 Diploma or equivalent and having or willing to work towards the Certificate of school Business Management CSBM.
* At least three years of experience at middle or senior management level including demonstrable experience of people management in a result-oriented organisation; a strong track record in financial management in an education setting and experience of premises management and fundraising.
* Someone who has recent experience of working in a school environment within administration/finance.
* A corporately focused, decisive and pragmatic problem solver; a decision maker; someone who is proactive and able to manage change, including new and innovative ways of working and improving existing services.
* Strong business acumen; a demonstrable record of performance improvement in a large,

complex organisation, delivering excellence and value for money in customer service, a keen business mind able to provide vision and strategic direction.

* Someone who is able to manage his/her own performance, working effectively to achieve cross team and corporate goals as part of the School’s Senior Leadership Team.
* A person with creativity, flair and the ability to think flexibly.
* Someone who is able to address the needs of all stakeholders both within the school and outside and who has high order skills of negotiation and persuasion.
* A good communicator both orally and in writing, capable of succinct and accurate communication.
* Someone who is committed to performance management/appraisal and the crucial role of a high calibre, committed, motivated and diverse workforce for the delivery of excellence.
* A person who is highly organised, able to deal with administration effectively and able to manage his/her own time and prioritise.
* A person with high order project management skills, able to focus on the practicalities of managing and progressing large scale projects.
* A person who is IT literate, skilled and experienced in a range of IT tools for the presentation and analysis of data.
* A person with demonstrable experience of working in schools is **essential;** a person with a genuine interest in education and the ability to support the educational aims of Tunbury Primary School ensuring that the school is a safe, healthy and sustainable environment.
* A person who has the ability to work accurately under pressure, meet deadlines and use own initiative.
* A person who is able to challenge underperformance in a constructive manner to achieve positive outcomes for the School.