

Person Specification
School Business Manager



	Qualifications:	E	D
1	GCSE English and maths equivalent.	✓	
2	Certificate of School Business Management from National College for School Leadership (NCSL) or at present studying for this qualification	✓	
3	Minimum level 1 professional accounting qualification.		✓
	Experience		
4	Using computerised systems (i.e. RM Finance or ORACLE) for budget management and the financial regulations applicable to schools	✓	
5	Effective use of IT packages	✓	
6	Providing high level administrative support to the Governing Body including experience of managing staff and HR procedures	✓	
7	Premises and /or site management		✓
8	Successful income generation		✓
9	Managing budgets and resources	✓	
	Skills Knowledge and Ability		
10	Proven knowledge of the functions of a locally managed school and its relationship to the Local Education Authority	✓	
11	Knowledge of budget management and resource planning and a practical knowledge of different avenues of funding	✓	
12	Ability to construct and write bids for financial funding for school projects	✓	
13	Ability to undertake a wide range of finance, personnel, premises and administrative tasks	✓	
14	Ability to collate statistical data and present written reports	✓	
15	Ability to work under pressure in a constantly changing and demanding environment	✓	
16	Has an up to date knowledge of relevant legislation and guidance in relation to working with and the protection of children and young people	✓	
17	Knowledge of the application of Health and Safety in a school setting, including good practice relevant to maintenance and upkeep of a public building and the carrying out of risk assessment		✓
18	Proven literacy, numeracy and communication skills being able to respond appropriately to staff, governors, pupils, outside agencies and the Local Education authority	✓	
19	Physical ability to perform the duties of the post with the support of aids or adaptations as required	✓	
20	Manage a multi-disciplinary team effectively	✓	
21	Excellent IT skills, word and excel	✓	
22	Knowledge of Integris and RM Financial systems		✓
23	Persuade, motivate, negotiate and influence	✓	
24	Self-evaluate personal learning needs and actively seek learning opportunities	✓	
25	Emotional resilience	✓	

E = Essential

D = Desirable