

	ASSISTANT SCHOOL BUSINESS MANAGER - CRITERIA	Essential / Desirable
Work related circumstances – professional values and practices of The Bishop Fraser Trust	High expectations of all students; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements	E
	Ability to build and maintain successful relationships with students, treat them consistently, with respect and consideration and demonstrate concern for their development as learners	E
	Commitment to the Trust's Christian ethos and educational purpose, demonstrating and promoting the positive values, attitudes and behaviour they expect from the students with whom they work	E
	Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice	E
	Able to liaise sensitively and effectively with parents and carers recognising their role in student learning	E
	Able to improve their own practice through evaluations and discussion with colleagues.	E
	Flexible with an ability to be able to embrace and generate change	E
Personal Qualities	Strongly self-motivated and personally resilient	E
	Exceptional levels of personal integrity, discretion, honesty, reliability and self-awareness	E
	Strong intellect underpinned by a clear moral compass, instinct and intuition	E
	Conscientious and diligent work ethic	E
	High standard of personal presentation with an excellent attendance and time-keeping record	E
	Exacting standards, with high levels of attention to detail and accuracy	E
	Commitment to future CPD through completion of NASBM qualification Level 4 if not yet achieved and Level 5 potentially	E
	Longer term personal ambition to become a School Business Manager	D
Professional Dispositions	Pro-active in using initiative	E
	The ability to manage confidential material in an appropriately sensitive way	E
	Creative, constructive, insightful and innovative approach to problem-solving	E
	Track record in excellent customer service	E
	Willingness to take a hands-on approach as necessary	E
	Ability to work under pressure, prioritising own workloads to meet specified deadlines, in a situation with frequent interruptions	E
	Flexibility, on occasions and within reason, in approach to working hours	E
	Evidence of learning beyond the workplace	D
Qualifications	5 GCSEs or equivalent A*-C, including Maths and English at C grade or higher.	E
	Relevant Finance or Business Qualification at Level 3 or equivalent experience	E
	Level 4 Diploma in School Business Management/CSBM	D

	ASSISTANT SCHOOL BUSINESS MANAGER - CRITERIA	Essential / Desirable
Experience	Managing budgets, financial reporting, procurement and fixed assets	E
	Excellent financial background preferably, but not necessarily, in school systems such as FMS, PS Financials and other accounting packages	E
	Experience of cash handling and banking including petty cash	E
	Experience of managing projects in a relevant area eg finance , ICT, Health and Safety, procurement	E
	Managing strategic finance plans	D
	Supervising or managing a small team in a finance office	E
	Experience of working within a school environment	D
Skills	Advanced IT skills including the use of higher level functions of Microsoft Excel and also finance system (e.g. PS Finance), to be able to interrogate and manipulate data and produce reports.	E
	Strong initiative, analytical, problem-solving and strategic thinking skills; able to think laterally and to accurately anticipate intended (and potential unintended) consequences of differing courses of actions	E
	Able to work effectively as part of a team	E
	Excellent organisational and planning skills, demonstrated flexibility in order to achieve targets.	E
	Be able to produce month and year end financial returns as per schedules.	E
	Be fully aware of Audit procedures and the necessity for financial compliance to the organisation's financial regulations	E
	Be able to produce accurate management reports and statistical analysis suitable for a range of stakeholders including non-financial managers	E
	To understand how to operate under agreed financial systems and procedures especially relating to procurement, order processing, sales invoices, inventory, external grant funding, bank accounts, cashless catering, budgeting and cash flow monitoring, lettings and income generation and EFSA statistical returns.	E
	Be able to streamline processes and identify and implement continuous improvement	E
	Excellent communication and interpersonal skills to engage colleagues at all levels, including those without financial expertise	E
	Able to work constructively as part of a team, understanding school roles and responsibilities and your own position within these.	E
	Able to manage staff and having the ability to persuade, motivate, negotiate and influence	E
	Awareness and understanding of the NASBM standards and how these apply to the role of an Assistant Business Manager	E
Safeguarding of Children and Young People Relationships	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E