**PERSON SPECIFICATION: SCHOOL BUSINESS MANAGER**

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| **CRITERIA FOR SELECTION** | **ESSENTIAL** | **DESIRABLE** | **ASSESSMENT** |
| **A: QUALIFICATIONS FOR THE POST** | | | |
| Relevant degree and/or professional qualification at level 4 or above |  | **✓** | Application |
| Maths & English at GCSE Grade C or equivalent | **✓** |  | Application |
| A school business management qualification (eg CSBM, DSBM) |  | **✓** | Application |
| **B: EXPERIENCE / ABILITIES AND SKILLS** | | | |
| **CRITERIA FOR SELECTION** | **ESSENTIAL** | **DESIRABLE** | **ASSESSMENT** |
| Experience of HR procedure and employment legislation | **✓** |  | Application References  Interview |
| Knowledge and understanding of Health & Safety requirements | **✓** |  | Application References  Interview |
| Ability to relate well to children and adults | **✓** |  | Application References  Interview |
| Strong analytical skills to interpret a range of legislation and regulations and experience of developing innovative solutions to complex issues | **✓** |  | Application References  Interview |
| Ability to drive forward change and motivate staff. | **✓** |  | Application References  Interview |
| Ability to effectively present complex written and verbal information to a variety of audiences (internal and external). | **✓** |  | Application References  Interview |
| The capacity for sound judgement in complex situations. | **✓** |  | Application References  Interview |
| Ability to work under pressure and to tight deadlines. | **✓** |  | Application References  Interview |
| Excellent communication, negotiation and persuasion skills, with internal and external audiences. | **✓** |  | Application References  Interview |
| A commitment to community cohesion and social inclusion | **✓** |  | Application References  Interview |
| Experience of working in a school environment with large financial responsibilities, along with successful experience of a range of income generation activities. |  | **✓** | Application References  Interview |
| Knowledge and experience of buildings and project management |  | **✓** | Application References  Interview |
| Experience of working in an education setting |  | **✓** | Application |
| Evidence of innovation in the development of support systems to enable effective learning |  | **✓** | Application/ references/ Interview |

**In addition candidates must be willing to consent to and apply for an enhanced disclosure check to the DBS (Disclosure and Barring Service).**