| **Attributes** | **Essential** | **Desirable** |
| --- | --- | --- |
| **Qualifications & Training** | **Evidence of**:   * A recognised relevant degree, NVQ3/4 or equivalent professional qualification. * Evidence of continuous Professional Development | **Evidence of:**   * DSBM,CSBM,ADSBM * Accountancy Qualification |
| **Experience** | **Evidence of:**   * Senior Leadership in a public/private sector setting * Significant experience in Financial Management * Managing budgets, financial reporting, procurement * Managing Teams * Managing HR/Personnel * Managing Health & Safety * Experience of driving through organisational change * Experience of developing effective administrative systems and procedures * Experience of project management * Experience of producing a variety of financial reports, including detailed management accounts * Able to present complex financial data and to evaluate, clarify and explain to Governors and colleagues the financial procedures | **Evidence of:**   * Previous experience as a school business manager * Knowledge of payroll administration * Experience of tendering for supplies and services * Successful and significant experience in a whole school leadership role * Experience of completing applications to secure funding |
| **Abilities, skills and knowledge** | **Evidence of:**   * A good understanding of the principles underpinning effective performance management * Good knowledge of financial standards, and financial procedures and regulations in schools * A clear understanding of HR and change processes, systems and structures needed to ensure a high quality professional environment for learning * Ability to communicate verbally with and write reports for a range of stake holders, including Governors and external agencies * Ability to manage people effectively by conducting regular meetings, setting targets for performance, delegating tasks appropriately and monitoring the quality of delivery and outcomes * Ability to prioritise conflicting demands and thrive under pressure * Ability to take a problem solving approach to tasks and develop well thought through, valid and financially sound solutions * Good knowledge of what constitutes ‘best value’ and the ability to translate this into all aspects of the Job description * Ability to be flexible and able to respond to the unexpected in a calm and reassuring manner * Ability to use computer systems, including Word processing skills to produce tables, spreadsheets and statistical returns * Ability to build and maintain effective working relationships with a wide variety of people * Ability to maintain strict confidentiality in all matters * Willingness to keep up to date on all relevant policy and procedures in line with the duties identified in the job description and any other educational * Ability to draw upon inter-personal skills to build effective business partnership | **Evidence of:**   * Managing within an educational environment * Successful experience in premises’ management. * Understanding of Safeguarding and Child Protection legislation. * Experience of dealing with recruitment, disciplinary and capability issues. * Ability to use management information systems such as SIMS |