**School Business Manager Person Specification**

**West Herts Community Free School Trust**

All candidates and employees will adhere to the competencies and skills shown in this person specification

(Please note, statements in bold are seen as essential, unless the candidate can clearly demonstrate the ability to quickly learn/gain the relevant skill)

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| **Qualifications and training** |
| * **Education to A level standard or equivalent or relevant experience** * **Basic English skills to a good GCSE standard** * **Willingness to Undertake Certificate in School Business Management/accountancy qualifications** * Knowledge of employment law and managing HR processes * Experience and knowledge of premises management |
| **Leadership** |
| * **Demonstrate commitment to the vision for the further development and improvement of the school** * **Support the Principal in the management of change and improvement in pursuit of strategic objective** * **Prioritise, plan, organise, direct and co-ordinate the work of others** * **Build, support and work with high performing teams** * **Devolve responsibilities, delegate tasks and monitor practice to see that they are carried out, set standard and provide a role model for pupil and staff** * **Deal sensitively, but purposefully, with people and resolve conflicts** * **Demonstrate the behaviours expected in the school’s Staff Charter (attached)** |
| **Skills** |
| * **Excellent communication and interpersonal skills** * **Ability to work independently, demonstrating initiative** * **Ability to develop and maintain efficient record keeping/management information systems, producing accurate records and reports as require** * **Ability to communicate with a wide range of audiences, including other employed within the school, governors, parents, contractors , suppliers, members of the trust** * **Ability to demonstrate a high standard of spoken and written English** * **Ability to lead and manage staff effectively, sensitively and to lead by example** * **Ability to negotiate best value** * **Ability to reconcile priorities, work to tight deadlines and problem solve** * **Receptive to new ideas, approaches and challenges** |
| **Experience** |
| * Experience of strategic planning, budget monitoring, procurement and personnel management, or the ability to demonstrate the willingness to learn * Experience of producing a variety of financial/management report * Management of teams and change projects |

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| **Knowledge** |
| * A sound knowledge of the services and systems required to support effective school management, or the demonstrable ability to learn * A sound knowledge of budget management * A sound knowledge of a range of computer applications including financial/personnel management systems * Understanding of effective business management and how to promote it |
| **General** |
| * **Committed to high standards of customer service** * **Committed to equality and diversity** * **Committed to own continuing professional development** * **Demonstrate commitment to the job beyond the basic demands of the post** * **Demonstrate the ability and commitment to work closely with, and support the Executive Principal both during and beyond the school day** * **Demonstrate a strong commitment to supporting the importance of the school as part of the community in which their school sits** * **Possess well developed interpersonal skills and the ability to develop and maintain good relationships with pupils, staff, parents and members of the community** * **Demonstrate personal and professional integrity** * **Possess the ability to work under pressure whilst maintaining a cheerful disposition** * **Demonstrate evidence of excellent organisational skills** * Demonstrate evidence of a flexible attitude towards responsibilities in school * Demonstrate evidence of contribution to all areas of school life * Demonstrate evidence of setting a good example to children in personal presentation and conduct * Possess a sense of balance with a life outside school * Possess a sense of humour |
| **Safeguarding** |
| * Demonstrate a clear knowledge and understanding of relevant legislation and guidance in relation to working with, and the protection of, children and young people * Display a strong commitment to the protection and safeguarding of children can describe how the school will provide a safe and secure environment for its children |