



Person Specification

School Business Manager

The School Business Manager (SBM) will be experienced at working at a senior level and be prepared to lead, inspire and challenge. The SBM will have a track record of success in the delivery of support services and managing transformational change. He/she will be a versatile thinker and be able to look forwards and outwards to develop and champion innovative solutions.

Criteria	Essential	Desirable	Assessment Method
Qualifications	<ul style="list-style-type: none"> A relevant professional qualification with evidence of keeping up to date with school financial matters Eg, MBA, BSc, CSBM, CIMA or equivalent Ability and willingness to develop skills further 	<ul style="list-style-type: none"> Further study/business qualifications/degree Appropriate health and safety training 	Application Form
Experience	<ul style="list-style-type: none"> Previous experience of a financial environment, operation of Financial Management systems and budget management, including month/year end reporting and maintaining strong financial controls Relevant management experience, including management of teams, eg, Premises, Catering etc. 	<ul style="list-style-type: none"> Previous school business manager or finance officer in a school Experience of customer liaison work, face to face 	Application form & Interview
Professional Knowledge and Understanding	<ul style="list-style-type: none"> Knowledge and commitment to safeguarding and promoting the welfare of children Understanding of HR and recruitment administration Proficient in IT and computer based systems including Excel Ability to operate strategically Ability to implement and follow financial standards and procedures Evidence of knowledge, understanding and skill in generating additional income from external sources 	<ul style="list-style-type: none"> Knowledge of SIMS First Aid qualification 	Application form & Interview
Skills and Attributes	<ul style="list-style-type: none"> Ability to work effectively in a values led organisation Good organisational, prioritisation and record keeping skills Ability to anticipate and resolve issues 	<ul style="list-style-type: none"> Coaching skills 	Application form & Interview

	<ul style="list-style-type: none"> • Ability to use own initiative, as appropriate, prioritise and meet deadlines • Ability to work in a sensitive environment maintaining high levels of confidentiality • Resilient and able to meet demands of high pressured environment, dealing with challenges when required • Excellent written and verbal skills • Ability to relate well to children and adults • Ability to represent senior staff and promote a positive image of the school • The ability to function to the highest professional standards in a demanding and constantly evolving school environment • Ability to deliver value for money initiatives • Self-directing and able to use own initiative to make appropriate decisions and identify innovative solutions to problems not previously experienced • Flexible and a willingness to adapt to changing circumstances • Ability to attend some evening meetings and parental events • Appropriate professional dress and commitment to the school's professional standards 		
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