



Persons Specification: School Business Manager

Criteria	Requirements	
<p>Qualifications</p>	<p>Essential</p> <ul style="list-style-type: none"> • A degree or other relevant qualification - ideally, business management or a related discipline. • Financial Management qualification or equivalent experience with demonstrable competency. 	<p>Desirable</p> <p>School Business Manager specific qualification Level 4 or above.</p>
<p>Experience</p>	<ul style="list-style-type: none"> • Successful leadership and management experience in a school, or in a relevant field outside education. • Line management experience. • Experience of dealing with financial procedures and regulations within a primary school or similar settings. • Experience of putting efficient processes in place to ensure that the school complies with financial regulations. • Management and preparation of school budgets. • Preparing management accounts and reports on the financial state of the school for governors and budget holders etc. • Preparation of all financial returns for the DFE, LA and other central and local government agencies within statutory deadlines. • Leading on financial audits for the school, including preparation and readiness for audit. • Experience of identifying causes of significant variance against the schools budget. • Payroll administration, including undertaking payroll reconciliation on a monthly basis to ensure staff are paid correctly within the schools. • A thorough understanding of health, safety and security issues in schools. • Premises management experience. • Experience in human resources and payroll. 	
<p>Skills and knowledge</p>	<ul style="list-style-type: none"> • Effective communication and interpersonal skills with the ability to motivate and inspire others. • Ability to maintain a high level of customer service with a responsive and solution focused approach. • Ability to lead and manage a team effectively. 	

	<ul style="list-style-type: none"> • Up to date knowledge of local government finance with a school setting or similar. • Analytical thinker/problem solver/ability to work with data/numbers driven. • Highly organised, pro-active and requires minimum supervision. • Ability to communicate clearly at different levels within the organisation. • Ability to work under pressure and to meet deadlines. • Excellent attention to detail. • Possess excellent IT skills with knowledge and ability to use software packages, e.g. Excel, Word, Outlook, SIMS, RM Finance
<p>Personal qualities</p>	<ul style="list-style-type: none"> • Commitment to acting with integrity, honesty, loyalty and fairness, and safeguarding the reputation of the school. • Commitment to maintaining confidentiality at all times. • Commitment to safeguarding and equality. • Embracing change well. • Dealing with difficult situations effectively. • Having a positive, flexible approach to all aspects of school life.