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**Person Specification – School Business Manager**

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| **Business Manager Selection Criteria** | **Essential or**  **Desirable** |
| **Qualifications** |  |
| * A recognised professional qualification in finance, accounting or business and administration * National College of School Leadership: School Business Management Certificate or Diploma, or willingness to achieve the above qualifications | * Essential * Essential |
| **Experience** |  |
| * Successful administration and financial management experience * Experience of leading and working as part of a team * Experience in an educational setting * Experience of marketing and business planning | * Essential * Essential * Desirable * Desirable |
| **Professional knowledge and understanding** |  |
| * Understanding of employment and health and safety legislation * Understanding of data protection requirements * Knowledge and understanding of financial systems and procedures * Knowledge of strategic budget planning and monitoring * Understanding of educational finance issues * Knowledge of legislation relating to school governance * Experience of negotiating contracts and procurement * Experience of leading on health and safety and risk assessments | * Essential * Essential * Essential * Essential * Essential * Desirable * Desirable * Desirable |

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| **Skills & Qualities** |  |
| * Excellent ICT skills (including knowledge of SIMS) * Excellent numeracy and literacy skills (verbal and written) * Ability to solve problems and think independently * Ability to remain calm under pressure and manage conflicting priorities * To have a positive and professional manner * Ability to plan and organise self and others, delegating tasks and responsibilities, within a collaborative team environment * Adept at utilising data and other information to set future targets * Ability to be innovative and entrepreneurial * Proven leadership skills * Ability to set the vision for the support staff, lead by example and inspire colleagues * Ability to work with other professionals outside school staff * Well organised and able to work under pressure and to deadlines * Committed to excellence with high aspirations for all in the organisation * Ability to build and maintain effective relationships with staff, parents, pupils, governors, the community and other stakeholders * Proven commitment to on-going professional development of both self and other school staff * Committed to equality, with respect and empathy to all * Enthusiastic and inspiring to staff, pupils and parents * Capacity to be flexible and adaptable – willing to take on and develop the best of ideas from within and outside the school | * Essential * Essential * Essential * Essential * Essential * Essential * Essential * Essential * Essential * Essential * Essential * Essential * Essential * Essential * Essential * Essential * Essential * Essential |

Broadwater Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share its commitment. Appointment to this post will be subject to an enhanced DBS check.