



SCHOOL BUSINESS MANAGER PERSON SPECIFICATION

Essential	Desirable
Qualifications, Experience and Professional Development <ul style="list-style-type: none">• Degree or other relevant professional qualifications	<ul style="list-style-type: none">• Finance qualification or similar accreditation• A relevant professional management qualification experience of work as a School Business Manager in a school or similar organisation
Knowledge and Experience <ul style="list-style-type: none">• Administrative experience including the management and operation of administration systems and procedures, including audits• Experience of managing budgets and financial reporting systems• Experience of managing different teams• Use of IT including Microsoft Office, also to analyse data• Experience of leadership of a team of staff ideally those not directly supervised throughout the day• Commitment to personal / professional development• Working knowledge of facilities management• Working knowledge of Health and Safety legislation• An understanding of procurement, contracts, risk assessment, health and safety and traded services in organisations• Experience of working effectively with a wide range of external partners• Knowledge and understanding of Child Protection and Safeguarding legislation	<ul style="list-style-type: none">• Experience of reporting systems used in school environments• Experience of project management• Performance management appraisal for staff• Successful experience in the submission of bids securing funding in the public sector• An understanding of school management issues and the role of the Governing Body• Knowledge of relevant legal issues including governance of academies

<ul style="list-style-type: none"> • Knowledge of managing personnel procedures, including managing the sickness absence 	
<p>Abilities and Skills</p> <ul style="list-style-type: none"> • Excellent organisation skills • Experience in marketing and revenue generation • High level communication skills • Excellent time management skills • Ability to organise own work load and priorities on day to day basis using own initiative <p>An ability to consult and share decision making with the senior leadership</p>	
<p>Personal Skills and Attributes</p> <ul style="list-style-type: none"> • High standards of professionalism with regards to confidentiality and discretion • A total commitment to equal opportunities • Highly motivated, positive and self –reliant • Willingness to take on other roles and responsibilities within the team • Empathy with the schools core aims and values • Flexibility – the ability to work with the school on Open days / Saturday revision and any other meetings applicable to your role when appropriate 	