

**School Business Manager**

**Person Specification**

*E = Essential*

*D = Desirable*

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| **Criteria** | **Qualities** | **E/D** |
| **Qualifications and training** | A school business management qualification:* Level 4 ILM Diploma for School Business Managers, or
* Level 5 ILM Diploma for School Business Leaders

Or equivalent relevant business management experience. | E |
| **Experience** | * Successful leadership and management experience in a school or educational or other business management environment.
 | E |
| * Involvement in self-evaluation and improvement planning.
 | D |
| * Effective leadership and management of teams.
 | E |
| * Presenting and reporting to a variety of stakeholders, tailoring delivery as appropriate.
 | E |
| * Managing budgets, financial reporting, procurement and contract, including effective negotiation skills.
 | E |
| * Managing change.
 | E |
| * Managing HR.
 | D |
| * Managing H & S.
 | E |
| * Working with children or young people.
 | D |
| * Knowledge and experience of managing GDPR.
 | E |

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| **Knowledge and skills** | * Strong knowledge of financial management.
 | E |
| * Experience of project management, including fundraising initiatives.
 | D |
| * Working knowledge of employment law issues.
 | D |
| * Knowledge of Arbor MIS systems.
 | D |
| * Knowledge of FMS school finance systems.
 | D |
| * Ability to deliver services and systems applicable for effective school management.
 | E |
| * Ability to deliver value for money initiatives and work within best value principles.
 | E |
| * Ability to understand national & regional educational services and deliver appropriate strategies.
 | D |
| * Effective written and verbal communication with excellent attention to detail and accuracy.
 | E |
| * Ability to lead teams and individuals, communicating a vision and inspiring others.
 | E |
| * Ability to build effective working relationships with key stakeholders.
 | E |
| * Understanding of data protection and confidentiality.
 | E |
| * Excellent numeracy/literacy/ICT skills.
 | E |
| * Ability to interpret advice/statute and to devise policy/practice in the light of these.
 | E |
| * Understanding of promoting positive relationships with the wider school community.
 | E |
| **Personal Qualities** | * Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils.
 | E |
| * Commitment to act with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school.
 | E |
| * Willingness to constructively challenge the work of self and others to continually improve performance.
 | E |
| * Ability to work under pressure and to prioritise, plan, organise and direct the work of others, to build high-performing teams.
 | E |
| * Ability to support the Headteacher in ongoing continual improvement goals and in pursuit of strategic objectives.
 | E |
| * Ability to work as part of a team, collaborating and seeking/providing advice and support where necessary.
 | E |
| * Commitment to maintaining confidentiality.
 | E |
| * Commitment to safeguarding.
 | E |
| * Ability and willingness to uphold Norbury’s commitment to equality.
 | E |
| * Ability to deal sensitively with people and use appropriate conflict resolution strategies effectively.
 | E |
| * A sense of humour.
 | E |