

**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 |