

Lancashire County Council

Person specification form		
Post title: School Business Manager	Grade: 11	
Directorate: Children and Young People		
Establishment or team: Sir John Thursby Community College		
Requirements (based on the job description)	Essential (E) or desirable (D)	To be identified by: application form (AF), interview (I), test (T), or other (give details)
Qualifications Minimum 5 GCSEs including Maths & English Grade C or above. Recognised management / business degree or related professional qualification eg. DSBM,CSBM,ADSBM (or working towards). Evidence of continuous professional development.	E D E	AF/I AF/I AF/I
Experience Managing strategic financial plans Managing budgets, financial reporting, procurement & assets Managing H & S Managing Change projects Managing within an educational environment Experience of using SIMS and FMS	E E E E D D	AF/I AF/I AF/I AF/I AF/I AF/I
Knowledge, skills and abilities Able to deliver services and systems applicable for effective school management Able to problem solve, think strategically and plan effectively Able to respond to unforeseen events in a calm and reassuring manner with a sound approach to problem solving Able to lead teams and individuals Able to build and maintain effective working relationships with a wide variety of people Knowledge of financial standards and procedures applicable to the education sector Detailed knowledge and full familiarisation of school policies & procedures Knowledge of The School Food Plan and nutritional guidelines for School Food Standards.	E E E E E D E	AF/I AF/I AF/I AF/I AF/I AF/I AF/I

Personal Qualities Able to maintain strict confidence at all times Highly developed interpersonal skills including influencing skills Willingness to constructively challenge the work of self and others to continually improve own and team performance Ability to work to work under pressure and meet deadlines Commitment to safeguarding and protecting the welfare of children and young people Commitment to equality and diversity Commitment to health and safety Commitment to professional development Commitment to attendance at work	E E E E E E E E E E E	AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I
Prepared by: David Burton Date: April 2016		
Note: We will always consider your references before confirming a job offer in writing.		