



The world in a school  
learning together

## School Manager Person Specification

Criteria	Qualities
<b>Qualifications and training</b>	A school business management qualification: <ul style="list-style-type: none"> <li>• Level 4 ILM Diploma for School Business Managers, or</li> <li>• Level 5 ILM Diploma for School Business Leaders.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Successful leadership and management experience in a school or educational environment, including Premises.</li> <li>• Involvement in school self-evaluation and improvement planning.</li> <li>• Managing at a Senior Management Team level.</li> <li>• Managing and reporting strategic financial plans</li> <li>• Managing budgets, financial reporting, procurement and fixed assets</li> <li>• Managing change projects</li> <li>• Managing teams and contributing to staff development</li> <li>• Managing HR</li> <li>• Managing H &amp; S</li> <li>• Managing administration systems</li> <li>• Managing GDPR</li> <li>• Experience working in an office environment at senior level</li> <li>• Working with children or young people</li> </ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>• Expert knowledge of financial management</li> <li>• Excellent attention to detail</li> <li>• Experience of project management and fund raising.</li> <li>• Good working knowledge of employment law issues.</li> <li>• Knowledge of Arbor MIS systems</li> <li>• Knowledge of FMS/alternative school finance systems</li> <li>• Ability to deliver services and systems applicable for effective school management</li> <li>• Ability to deliver value for money initiatives</li> <li>• Ability to understand national &amp; regional educational services and deliver appropriate strategies</li> <li>• Effective communication and interpersonal skills.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to lead teams and individuals</li> <li>• Ability to communicate a vision and inspire others</li> <li>• Ability to build effective working relationships with staff and other stakeholders</li> <li>• Understanding of data protection and confidentiality.</li> <li>• Excellent numeracy/literacy/ICT skills</li> <li>• Ability to interpret advice/statute and to devise policy/practice in the light of these</li> <li>• Understanding of promoting positive relationships with the wider school community</li> </ul>
<p><b>Personal Qualities</b></p>	<ul style="list-style-type: none"> <li>• Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils</li> <li>• Commitment to act with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school</li> <li>• Ability to support the Headteacher in the management of change and improvement in pursuit of strategic objectives</li> <li>• Ability to work under pressure and to prioritise, plan, organise and direct the work of others to build high performing teams</li> <li>• Willingness to constructively challenge the work of self and others to continually improve own and team performance</li> <li>• Ability to work as part of a team</li> <li>• Willingness to seek advice and support when necessary</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality</li> <li>• Ability to embrace change</li> <li>• Ability to deal sensitively with people and resolve conflicts or difficult situations effectively</li> <li>• A sense of humour</li> </ul>