



Person Specification: School Business Manager

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Recognised management/ business degree or equivalent related professional qualification • Minimum GCSE (or equivalent) Maths and English at grade A-C 	<ul style="list-style-type: none"> • NVQ level 4 or equivalent qualification (e.g. CSBM) or evidence of equivalent knowledge & experience in a relevant discipline
Experience, knowledge and understanding	<ul style="list-style-type: none"> • Experience of working in a school environment • Supervisory or line management experience • Excellent ICT skills, including Microsoft office software • Experience of data input systems • An understanding of safeguarding issues relating to children and other stakeholders • Knowledge and awareness of the importance of confidentiality and GDPR compliance • Be aware of and comply with school policies and procedures (e.g. child protection, equal opportunities, health and safety, data protection, confidentiality, contracts) 	<ul style="list-style-type: none"> • Knowledge of specialist ICT packages, e.g. finance and SIMS • Experience of HR systems and processes

Skills	<ul style="list-style-type: none"> • The ability to manage a school budget both on a strategic and day to day level • The ability to lead, organise and motivate a team • Effective use of ICT and ability to produce reports and data • An ability to use initiative and prioritise work • An ability to consult and share decision making with the senior leaders • Excellent organisational skills • Able to plan and develop systems • An ability to cope with pressure and an acceptance of working within an environment that has numerous interruptions and changing workload demands • High level of numeracy • Able to prioritise workloads and to meet deadlines, to a high level of accuracy • Ability to work using own initiative or as part of a team • Ability to work in partnership with all staff, governors and parents with resilience and enthusiasm 	
Personal characteristics	<ul style="list-style-type: none"> • An ability to be aspirational for self and others in the organisation • The ability to establish and develop positive relationships throughout the school • To have a strong awareness of professionalism and confidentiality when dealing with all duties surrounding school working • Approachable, with good interpersonal skills • Adaptable and resourceful with a willingness to learn and adapt to new processes • Enthusiastic with a good sense of humour 	

