

**Person Specification – School Business Manager**

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| |  | | --- | | **KNOWLEDGE/QUALIFICATIONS** | |  | | |  |  |  | | --- | --- | --- | | **Essential** |  |  | | **Desirable** | **How identified** |
| Education to Degree level or equivalent |  | **✓** | A/C |
| Finance qualification (ie AAT) or similar accreditation | **✓** |  | A/C |
| Hold or be working towards a relevant professional management qualification |  | **✓** | A/C |
| Experience of work as a School Business Manager in a school or similar organization |  | **✓** | A/I |
| **KNOWLEDGE AND EXPERIENCE** |  |  |  |
| An understanding of school management issues and the role of the Governing Body | **✓** |  | A/I |
| Knowledge of relevant legal issues including governance of academies | **✓** |  | A/I |
| Experience of working at a strategic level within an organization, demonstrating the ability to think and act strategically | **✓** |  |  |
| Administrative experience including the management and operation of administration systems and procedures, including audits | **✓** |  | A/I/R |
| Experience of managing budgets and financial reporting systems eg | **✓** |  | A/I |
| Experience of reporting systems used in school environments eg SIMS and Access for Education | **✓** |  | A/I |
| Experience of all aspects of Business Management including all aspects of budget planning and monitoring | **✓** |  | A/I/R |
| Extensive knowledge of financial management and accounting procedures, including knowledge of key financial information eg VAT, contracting arrangements and audit requirements | **✓** |  | A/I/R |
| Experience of producing, evaluating, explaining and monitoring a variety of financial reports, including detailed management accounts | **✓** |  | A/I/R |
| Experience of managing different teams |  | **✓** | A/I |
| Experience of leadership of a team of staff ideally including those not directly supervised throughout the day |  | **✓** | A/I/R |
| Working knowledge of facilities management |  | **✓** | A/I |
| Experience of Project Management |  | **✓** | A/I |
| An understanding of procurement, contracts, risk assessment, Health and Safety and traded services in organisations | **✓** |  | I |
| Successful experience in the submission of bids securing funding in the public sector |  | **✓** | A/I |
| Working knowledge of Health and Safety Legislation |  | **✓** | I |
| Performance Management appraisals for all support staff |  | **✓** | A/I |
| Knowledge and understanding of Child Protection and  Safeguarding legislation |  | **✓** | I |
| Good knowledge of managing personnel procedures, including managing the sickness absence |  | **✓** | I |
| Proven track record of effective management in Human Resources including payroll and contract administration | **✓** |  | A/I/R |
| Proven leadership and management skills including staff performance management and appraisal |  | **✓** | I/R |
| Experience in marketing and revenue generation |  | **✓** | A/I |
| **SKILLS** |  |  |  |
| Excellent organisational and time management skills | **✓** |  | A/I/R |
| High level of communication skills | **✓** |  | A/I/R |
| Able to work independently and be a team player | **✓** |  | A/I/R |
| Ability to consult, reflect and evaluate practice of self and others | **✓** |  | A/I/R |
| Ability to organize own work load and priorities on a day to day basis using own initiative | **✓** |  | I/R |
| An ability to consult and share decision making with the Senior Leadership Team | **✓** |  | A/I/R |
| IT literacy (including Microsoft, Internet and Email) | **✓** |  | A/R |
| Able to attend Senior Leadership Team and Governor meetings as required and to report as necessary | **✓** |  | A/I |
| Ability to contribute to the SDIP and SEF | **✓** |  | A/I/R |
| Experience of adapting to organizational change | **✓** |  | A/I |
| Willingness to attend training, undertake research and engage with professional development | **✓** |  | A/I |
| Ability to speak English with confidence and accuracy, using accurate sentence structures and vocabulary. | **✓** |  | I |
| Ability to choose the right kind of vocabulary for the situation in hand without a great deal of hesitation. | **✓** |  | A/I |
| **PERSONAL QUALITIES** |  |  |  |
| A commitment to supporting and contributing to the aims and values of the school. | **✓** |  | A/I |
| Able to be flexible with work | **✓** |  | I/R |
| Personable and approachable | **✓** |  | A/I |
| Ability to be professionally assertive | **✓** |  | A/I |
| High level of initiative | **✓** |  | A/I/R |
| Professional in appearance, manner and attitude | **✓** |  | A/I/R |
| High levels of honesty, trust and integrity | **✓** |  | R |
| A meticulous approach and attention to detail ensuring high levels of accuracy | **✓** |  | R |
| A total commitment to equal opportunities | **✓** |  | I/R |
| Resilience and motivation to lead the school through day to day challenges while maintaining a clear strategic vision and direction | **✓** |  | I/R |
| Ability to remain calm whilst under pressure, demonstrating a patient and resilient attitude | **✓** |  | I/R |
| Can skillfully manage and maintain effective working relationships with all stakeholders | **✓** |  | I/R |

Key: A=Application, I=Interview, R=Reference, C=Certificate