



'Hand in hand we can'

Person Specification – School Business Manager

Business Manager Selection Criteria	Essential or Desirable
Education and Qualifications	
<ul style="list-style-type: none"> • A recognised professional qualification in finance, accounting or business and administration • National College of School Leadership: School Business Management Certificate or Diploma, or willingness to achieve the above qualifications • GCSE English and Maths (Grade C or above) or equivalent • First Aid Certificate 	<ul style="list-style-type: none"> • Essential • Essential • Essential • Desirable
Experience	
<ul style="list-style-type: none"> • Successful administration and financial management experience • Demonstrable experience of leading and working as part of a team • Experience of working in an educational setting • Experience of marketing and business planning 	<ul style="list-style-type: none"> • Essential • Essential • Desirable • Desirable
Professional knowledge and understanding	
<ul style="list-style-type: none"> • Understanding of employment and health and safety legislation • Understanding of data protection requirements • Knowledge and understanding of financial systems and procedures • Knowledge of strategic budget planning and monitoring • Understanding of educational finance issues • Knowledge of legislation relating to school governance • Experience of negotiating contracts and procurement • Experience of leading on health and safety and risk assessments • Knowledge of safeguarding children, young people and adults • Knowledge of the local community 	<ul style="list-style-type: none"> • Essential • Essential • Essential • Essential • Essential • Desirable • Desirable • Desirable • Essential • Desirable
Skills	
<ul style="list-style-type: none"> • Excellent ICT skills (including Microsoft Excel, Word, Publisher and knowledge of SIMS) • Excellent numeracy and literacy skills (verbal and written) • Ability to solve problems and think independently • Ability to remain calm under pressure and manage conflicting priorities • To have a positive and professional manner • Ability to plan and organise self and others, delegating tasks and responsibilities, within a collaborative team environment • Adept at utilising data and other information to set future targets • Ability to be innovative and entrepreneurial • Able to deal sensitively with people and resolve conflicts • Proven leadership skills 	<ul style="list-style-type: none"> • Essential

Professional Qualities	
<ul style="list-style-type: none"> • Ability to set the vision, lead by example and inspire colleagues • Ability to work with other professionals outside school staff • Well organised and able to work under pressure and to deadlines • Committed to excellence with high aspirations for all in the organisation • Able to keep up to date on relevant policies and procedures in line with the duties identified in the job description. • Ability to build and maintain effective relationships with staff, parents, pupils, governors, the community and other stakeholders • Proven commitment to on-going professional development of both self and other school staff • Committed to equality, with respect and empathy to all • Enthusiastic and inspiring to staff, pupils and parents • Committed to a high standard of well-being for all • Capacity to be flexible and adaptable – willing to take on and develop the best of ideas from within and outside the school 	<ul style="list-style-type: none"> • Essential • Essential • Essential • Essential • Essential • Essential • Essential • Essential • Essential • Essential
Personal and Professional Conduct	
<p>This post demands the utmost trust and confidentiality. The post holder should maintain high standards of ethics and behaviour at all times, both within and outside school, by:</p> <ul style="list-style-type: none"> • Treating pupils, parents and staff with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a school worker’s professional position. • Having regard for the need to safeguard pupils’ well-being, in accordance with statutory provisions • Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs • Ensuring that personal beliefs are not expressed in ways which cause offence or exploit vulnerability • Having proper and professional regard for ethos, policies and practices of the school, and maintain high standards in your own appearance, manner, attendance and punctuality. 	<ul style="list-style-type: none"> • Essential • Essential • Essential • Essential • Essential

Broadwater Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share its commitment. Appointment to this post will be subject to an enhanced DBS check.