

School Business Manager Person Specification (Scale 16)



Job Title:	School Business Manager	Ealing GLPC Grade: Scale 16
School:	Horsenden Primary School	Post No:
Line Manager:	Headteacher	
Supervisory responsibility:	Finance administration, Site Manager and Swimming Pool Manager	
Hours:	35 hours a week, 52 weeks (able to be flexible for the right candidate)	

This form lists the essential requirements needed in order to do the job. Applicants will be short-listed solely on them meeting these requirements.

Essential Requirements

Qualifications and Experience

- a) To be educated to degree level (or equivalent)
- b) Diploma in School Business Management (DSBM) or a relevant professional qualification in financial management/HR at a minimum of Level 5
- c) Evidence of continuing professional development and keeping abreast with recent legislation
- d) Experience of working effectively and project managing at a senior level either in education, business or a financial management environment with a track record of project management and delivering strategic goals
- e) Experience of managing and presenting large budgets, strategic financial planning and forecasting as well as managing financial monitoring systems
- f) Experience of successfully leading, managing and motivating a team, directing and co-ordinating the work of others

Knowledge, Skills and Abilities

- g) Have a working knowledge of SIMS, FMS or similar information and financial management packages
- h) Be able to strategically influence decision making within the school, quickly resolving complex issues through anticipating problems and recommending solutions
- i) Be financially astute, showing attention to detail, accurate and able to demonstrate excellent finance and accounting skills
- j) Experience of negotiating and monitoring contracts in order to deliver best value at all times as well as being able to generate income and drive opportunities for successful fundraising
- k) Have a current working knowledge and understanding of relevant Health and Safety and risk assessment requirements as well as implementation of relevant policies, codes of practice, legislation and audit requirements

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Personal Qualities

- l) Be a strategic thinker, use initiative, personal integrity and excellent written and oral communication and ICT skills
- m) Have well developed incisive analytical and problem solving skills, as well as exceptional time management, organisational, interpersonal and negotiation skills
- n) Be emotionally resilient, able to work under pressure, able to prioritise and flexible working to deadlines

Please note that appointment is subject to a DBS Enhanced Disclosure.

Prepared by: _____

Date: / /

Agreed by: _____

Date: / /