

School Business Manager - Person Specification



Attribute	Essential	Desirable	Method of Assessment
Management	<ul style="list-style-type: none"> ○ Line management of a number of employees in diverse roles ○ Ability to manage all aspects of a team from recruitment to resource allocation ○ Excellent task management skills for both self and others – ability to meet tight externally and internally set deadlines 	Yes	Reference Interview
Experience	<ul style="list-style-type: none"> ○ Extensive experience of working in an educational environment ○ Significant experience of preparing budgets, budget monitoring information and final accounts ○ Budget planning and projection ○ Experience of working in a financial capacity in a large organisation 	Yes	Application reference
Practical Skills	<ul style="list-style-type: none"> ○ Good organisation and ability to prioritise ○ Ability to coordinate tasks ○ High level of IT skills 		Interview
Communication	<ul style="list-style-type: none"> ○ Excellent written and verbal communication skills ○ Ability to explain financial concepts to non-financial managers ○ Good negotiation skills and powers of persuasion ○ Able to communicate effectively, orally and in writing to people at all levels 		Interview
Personal Qualities	<ul style="list-style-type: none"> ○ Ability to maintain confidentiality ○ Ability to work under pressure ○ Ability to work with others ○ Ability to meet tight deadlines ○ Diplomatic ○ Tactful 		interview
Strategic thinking	<ul style="list-style-type: none"> ○ Problem solver, strategic thinker and planner ○ Ability to provide strategic financial advice to other Senior Managers 	Detailed knowledge and full familiarisation of school policies and procedures	references
Technology / IT skills	<ul style="list-style-type: none"> ○ ICT expertise and skills ○ Advanced knowledge of spreadsheets ○ Knowledge of school software packages i.e. SIMs 	Work with catering packages	References Application

Education and Training	<ul style="list-style-type: none"> ○ Qualified as a SBM ○ Business qualifications ○ Good general education with excellent numeracy and literacy skills ○ Training on Data Protection Act and the Freedom of Information Act ○ Other relevant educational setting qualifications/ certificates 	Yes	Application References
Equal Opportunities	<ul style="list-style-type: none"> ○ Understand and have secure knowledge of the Statutory obligation to implement anti-discriminatory and equal opportunities when carrying out duties 		References
Physical	<ul style="list-style-type: none"> ○ Able to carry out the full duties of the post with reasonable adjustments where necessary 		
Other relevant factors			