



Person Specification – School Business Manager

Attributes	Requirements		Assessment Method
	Essential	Desirable	
Qualifications	Recognised management/business degree or equivalent related professional qualification or degree level academic achievement	School Business Manager specific qualification i.e. DSBM, CSBM ADSBM or Msc School Business Management	Certificates at interview
Training	Evidence of relevant Continuing Professional Development	Member of National Association of School Business Management	Application Form Interview
Experience	<p>Demonstrable experience in finance and personnel management</p> <p>Experience of understanding financial information, managing budgets, financial planning</p> <p>Experience of financial and administrative systems</p> <p>Experience of project management, planning, managing and monitoring of work</p> <p>Experience of managing Health and Safety</p>	<p>Managing within an educational environment</p> <p>Managing at Senior Team Level</p> <p>Fundraising and preparing of grant applications</p> <p>Experience of leading appraisals for staff</p>	Application Form Interview activity

Knowledge and Skills	<p>Financial management and accounting in a publicly accountable organisation</p> <p>Analytical skills: able to analyse data and information and use to monitor and support activities and to promote solutions</p> <p>Ability to develop and maintain good relationships with a wide range of people, including parents, children and outside agencies</p> <p>Excellent IT skills, e.g. confident and adept in use of Microsoft applications</p> <p>Excellent written and oral communication skills</p> <p>Able to use initiative, prioritise and meet deadlines</p>	<p>Financial management and accounting in and educational setting</p> <p>An understanding of Teachers and Local Government pay and terms and conditions</p> <p>Experience of leading a team</p> <p>Understanding of educational enterprise issues</p>	<p>Application Form</p> <p>Interview activity</p>
Other	<p>Able to work under pressure, meet deadlines and encompass attention to detail</p> <p>An understanding of the principles of Keeping Children Safe in Education 2021 and a commitment to ensuring the health, safety and well-being of all children</p>	<p>A good sense of humour</p>	<p>Application Form</p> <p>Interview</p>