**School Business Manager Person Specification**

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| **Experience and qualifications** |
| **1** |  | Minimum of 3 years’ successful management experience, across Finance, Procurement, IT, Personnel and Facilities management |
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| **2** |  | Experience of financial, resource and cash management and of using a financial management and accounting system |
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| **3** |  | Experience of budget management, monitoring and presentation to financial and non-financial staff |
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| **4** |  | Understanding of the vision for the school and how the role can promote this |
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| **5** |  | Evidence of the ability to manage a team and the personal qualities required to set an example to others, including the ability to motivate and support others |
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| **6** |  | Advanced IT skills, including a good understanding of IT systems and the ability to develop them as well as excellent skills in the use of Microsoft Excel and Word packages |
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| **7** |  | Proven experience of setting high standards and operating within a best practice framework |
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| **Skills, Knowledge and & Personal Qualities** |
| **1** |  | Evidence of flexibility and being open to new ideas |
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| **2** |  | Understanding of good management practices and the policies and systems to support them |
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| **3** |  | Ability to work under pressure and meet deadlines and manage time efficiently |
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| **4** |  | Ability to work on own initiative |
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| **5** |  | Excellent numeracy and literacy skills |
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| **6** |  | Integrity and confidentiality |
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| **7** |  | Evidence of good interpersonal skills and the ability to work as a member of a team  |
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| **8** |  | Ability to work co-operatively with all members of the school community, the Local Authority and relevant agencies |
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| **9** |  | Evidence of the ability to communicate clearly and concisely both orally and in writing  |
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| **10** |  | Evidence of an understanding and commitment to Equal Opportunities  |

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| **Desirable Qualities** |
| **1** |  | Experience of Fund Raising |
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| **2** |  | Awareness of Data Protection legislation |
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| **3** |  | Experience of project management  |
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| **4** |  | Good working knowledge of employment law issues |
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