

# School Business Manager

## Person Specification

ASSESSMENT CRITERIA	ESSENTIAL	DESIRABLE
<b>FORMAL QUALIFICATIONS</b>	<p>A Degree or professional qualification such as business management</p> <p>Commitment to continued professional development</p>	<p>Recognised qualification in facilities management, health and safety or HR Diploma in School Business Management (DSBM) or equivalent.</p>
<b>WORK RELATED EXPERIENCE AND ASSOCIATED VOCATIONAL TRAINING</b>	<p>Significant experience of leading the strategic financial planning for a school, academy or other organization.</p> <p>Experience of budget setting and budgetary control.</p> <p>Experience of monitoring a range of contracts such as Catering, Facilities Management to ensure value for money and Key Performance Indicator requirements are met.</p> <p>Evidence of successful management and leadership of diverse teams</p> <p>Experience of working at a senior level which gives competency in delivering</p> <ul style="list-style-type: none"> <li>• Human Resources</li> <li>• Site and Facilities</li> <li>• Health and Safety</li> <li>• Contract Management</li> <li>• Change Management</li> <li>• Project Management</li> </ul> <p>Experience of working with school governance, sponsors, trustees or a board of directors.</p>	<p>Previous experience as a Senior Manager in a similar role or part of a role in another school or educational establishment.</p> <p>Experience of delivering training.</p> <p>Experience of bid writing, gaining sponsorship and developing income generation opportunities.</p> <p>Experience of working with young people in either a paid or voluntary capacity.</p>
<b>SPECIALIST KNOWLEDGE</b>	<p>A working knowledge of legislation relevant to the key areas of management outlined above under work related experience e.g. Employment Law, Financial Policies and Legislation, Health and Safety at Work Act etc.</p> <p>A working knowledge of procurement and site management within the context of a large organisation.</p> <p>A knowledge of Keeping Children Safe in Education, annual guidance and legislation.</p>	<p>An understanding of the Public Sector / Secondary School context to include relevant strategies and initiatives.</p>
<b>SKILLS</b>	<p>Ability to work effectively within a team environment.</p> <p>Excellent literacy, numeracy and ICT skills.</p> <p>Ability to steer a service/organisation through significant change.</p> <p>Abilities to work strategically and to seek and implement creative solutions for complex problems and to develop and implement action plans / programmes to deliver these solutions.</p>	

	<p>A track record of leading successful delivery of large or complex projects across a business or organisation.</p> <p>Strong skills in financial analysis and risk management.</p> <p>Excellent leadership skills and the ability to inspire and challenge colleagues, peers and teams.</p> <p>The ability to manage the performance of a diverse range of staff.</p> <p>High effective administrative and organisational skills.</p> <p>Ability to think both strategically and creatively and to prioritise.</p>	
<b>PERSONAL QUALITIES</b>	<p>Resilience, the ability to work under pressure and be able to meet deadlines, often without guidance from the Head or Governors, to deliver agreed objectives.</p> <p>Outstanding communication skills.</p> <p>Excellent presentation skills and the ability to adapt complex information for the appropriate audience.</p> <p>Excellent communication skills (including written, oral and presentation skills).</p> <p>Excellent interpersonal skills.</p>	
<b>EQUAL OPPORTUNITIES</b>	<p>To be sensitive to any matters relating to discrimination and take positive steps to ensure that equality of opportunity to all.</p>	
<b>OTHER WORKING CONDITIONS</b>	<p>The role is expected to work the hours required to meet the requirements of the post e.g. attending Governors meetings, community meetings and other "out of hours" events.</p> <p>The Business Manager will often be the only Senior Leader in school during the holiday period and will have responsibility for the school and site in the Head's absence during those times and will be expected to make decisions without reference to the Head or other SLT colleagues without jeopardising the school.</p>	