

Person Specification for School Business Manager

	Essential	Desirable
Qualifications		
GCSE pass grades (C or above) in English, maths.	✓	
A relevant qualification in Business, Finance or HR		✓
Experience		
Previous employment as a School Business Manager		✓
Managing large budgets at whole organisation level	✓	
Project management including capital and building developments		✓
Facilities and premises management	✓	
Line management and performance management of staff team	✓	
Recruitment and other HR processes	✓	
Strategic and operational leadership	✓	
Experience of negotiating contracts and SLAs		✓
Knowledge and Skills		
Safeguarding procedures for schools, data protection regulations and e safety	✓	
Excellent ICT skills; competent using the Office suite	✓	
Experience using financial data systems e.g. PSF and Selima for Payroll		
Health and safety legislation for large workplaces	✓	
Negotiation of contract		✓
Able to design and implement effective systems within an office and work environment	✓	
Analytical and problem solving skills.	✓	
Personal Qualities		
Able to put our pupils learning at the centre of all we do	✓	
Able to work under own initiative, to be able to work under pressure, prioritise and work flexibly to meet deadlines.	✓	
Sensitivity to the challenges faced by students, staff and families	✓	
Approachable, flexible and professional	✓	

Resilient and able to meet demands of a challenging high pressured environment and deal with emergencies when required	✓	
High expectations of self and others	✓	

Essential DesirableQualifications

GCSE pass grades (C or above) in English, maths.

A relevant qualification in Business, Finance or HR

Experience

Previous employment as a School Business Manager

Managing large budgets at whole organisation level
Project management including capital and building
developments

Facilities and premises management
Line management and performance management of staff
team

Recruitment and other HR processes
Strategic and operational leadership
Experience of negotiating contracts and SLAs.
Knowledge and Skills
Safeguarding procedures for schools, data protection
regulations and e safety

Excellent ICT skills; competent using the Office suite
Experience using financial data systems e.g. PSF and Selima
for Payroll

Health and safety legislation for large workplaces
Negotiation of contract
Able to design and implement effective systems within an
office and work environment

Analytical and problem solving skills.
Personal Qualities
Able to put our pupils learning at the centre of all we do
Able to work under own initiative, to be able to work under
pressure, prioritise and work flexibly to meet deadlines.

Sensitivity to the challenges faced by students, staff and
families

Approachable, flexible and professional
Resilient and able to meet demands of a challenging high
pressured environment and deal with emergencies when
required

High expectations of self and others