

## Person Specification for the Post of School Business Manager

<b>Knowledge</b>	<ol style="list-style-type: none"> <li>1. Expert knowledge of financial regulations (essential)</li> <li>2. Knowledge of, and ability to use, a variety of management and finance information systems (essential)</li> <li>3. An ability to interpret and apply government and other legislation relevant to the School (essential)</li> <li>4. Knowledge of working in a school/academy environment an advantage (desirable)</li> </ol>
<b>Qualifications &amp; Experience</b>	<ol style="list-style-type: none"> <li>5. Honours degree or equivalent</li> <li>6. Experience of managing school budgets, or similar (essential)</li> <li>7. Experience of developing strategies at a whole school level, and delivering on initiatives with maximum impact (essential)</li> <li>8. Extensive experience of financial and budgetary management (essential)</li> <li>9. Experience of writing and submitting bids (essential)</li> <li>10. Experience of leading teams (essential)</li> <li>11. Demonstrate considerable experience of working as a School Business Manager, or in a similar post (essential)</li> </ol>
<b>Leadership and Management Framework</b>	<p><b><u>Achieving Results</u></b></p> <ol style="list-style-type: none"> <li>12. Ability to prioritise work and to meet and manage work to tight deadlines (essential)</li> <li>13. Ability to develop, and work to, a range of performance indicators within each function (essential)</li> <li>14. Highly developed administrative and organisational skills (essential)</li> <li>15. Well developed analytical, strategic, planning and organisational skills (essential)</li> <li>16. Ability to pay close attention to accuracy and detail</li> </ol>

	<p>(essential)</p> <p>17. Ability to work, and keep calm, under pressure (essential)</p>
	<p><b><u>Engaging With Others</u></b></p> <p>18. Ability to work co-operatively as part of the Senior Leadership Team (essential)</p> <p>19. Effective management and leadership of staff achieving service quality and in setting/achieving strategic objectives (essential)</p> <p>20. Ability to motivate others and hold them to account (essential)</p> <p>21. Excellent interpersonal and communications skills (both oral and written) and an ability to demonstrate and articulate a clear vision for the future of the School in the context of the short and medium challenges (essential)</p> <p>22. Ability to present advice on policy to Governors and staff (essential)</p>
	<p><b><u>Valuing Diversity</u></b></p> <p>23. Experience, or empathy with, working in a multicultural environment (essential)</p>
	<p><b><u>Learning Effectively</u></b></p> <p>24. Excellent IT skills (essential)</p> <p>25. Ability to input and/or extract from a manual or computerised database (essential)</p> <p>26. Willingness to undertake further training as required</p>
<b>Other</b>	<p>27. Demonstrable commitment to safeguarding the welfare of students and young people (essential)</p> <p>28. Maintain a positive Christian ethos, which recognises the dignity of each individual and is reflected in the day to day life of the school</p>