

**The Minster Junior School**

**Person Specification for School Business Manager**

**Grade: 14 point range 45 - 47**

**Hours: 37.5 hours 52 weeks per year** (holidays to be taken during school holiday times)

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| **QUALIFICATIONS** | |
| **Essential** | **Desirable** |
| Educated to a minimum of NVQ Level 4 in a relevant discipline/subject | Certificate or Diploma of School Business Management from the National College for School Leadership (NCSL)  Accountancy qualification to a minimum of AAT technician stage |
| A professional qualification in Business Management or Accountancy | A degree qualification or equivalent  A member of National Association of School Business Management or Equivalent  Middle or Senior Management qualification |

**Person Specification**

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| **EXPERIENCE, KNOWLEDGE AND SKILLS** | |
| **Essential** | **Desirable** |
| Three years’ experience in Financial Management in the school business manager role  Experience of using computerised systems for budget planning, monitoring, management and for example the financial regulations applicable to schools.  Experience of using information systems including computerised systems (e.g. SIMS/FMS6) in an administrative environment.  Experience of budget management and resource planning and a practical knowledge of different avenues of funding.  Experience of producing a variety of financial reports, including detailed management accounts  Experience of analysing data, developing systems, problem solving and project management.  Ability to use analysed data to inform recommendations, manage change and have an impact on future planning.  Ability to collate statistical data and present in written reports.    Experience of developing and implementing a range of effective administrative and technical policies and procedures  Ability to undertake a wide range of finance, personnel, premises and administrative tasks.  Experience of providing high-level administrative support including experience of managing staff. | Experience of leading the review and implementation of a management information system  Experience of completing applications to secure funding and an ability to successfully generate income. |

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| **MANAGING SELF AND PERSONAL SKILLS** | |
| **Essential** | **Desirable** |
| Proven literacy, numeracy and communication skills including being able to respond appropriately to staff governors, pupils, outside agencies and the Local Authority.  Ability to work flexibly, prioritise conflicting demands and thrive under pressure  Ability to maintain strict confidentiality in all matters  Ability to draw upon inter-personal skills to build effective business partnerships  A commitment to continuous improvement through honest self-evaluation  A strong commitment to accountability and transparency  Highest level of integrity and probity and a commitment to highest levels of effort, endeavour and focus on standards  Evidence of continuous Professional Development  Energy, Vigour, perseverance and resilience  Ability to negotiate, solve problems, manage conflicts in an open and even handed manner | Willingness to keep up to date on all relevant policy and procedures in line with the duties identified in the job description and any other educational development |

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| **PROVIDING LEADERSHIP AND DIRECTION** | |
| **Essential** | **Desirable** |
| Ability to articulate the vision, values and ethos of the school to stakeholders and external agencies  Ability to develop strategic plans that support the purpose, values and vision of the school  Commitment to developing leadership capability in self and colleagues  A good understanding of the principles underpinning effective performance management  Ability to communicate verbally with and write reports for a range of stakeholders, including Governors and external agencies  Ability to represent the school in the course of engaging with other schools, external agencies and stakeholders  Ability to analyse a diverse range of information in order to make strategic decisions  A good understanding of compliance with regard to legal, ethical and regulatory requirements  Ability to coach/mentor others and establish clear boundaries and facilitate a culture of accountability for colleagues | A good awareness of the wider educational and social issues and trends |

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| **WORKING WITH PEOPLE** | |
| **Essential** | **Desirable** |
| A good understanding of equal opportunities issues as they affect pupils and their families. Knowledge and understanding of working with a diverse community where economic disadvantages and inner city deprivation has a great impact.  Knowledge and understanding of safeguarding and child protection.  A clear understanding of HR and change processes, systems and structures needed to ensure a high quality professional environment for learning and managing poor performance  Ability to manage people effectively by conducting regular meetings, setting targets for performance, delegating tasks appropriately and monitoring the quality of delivery and outcomes  Ability to build and maintain effective working relationships with colleagues and stakeholders in a fair and equitable manner  Ability to communicate effectively, being able to build and sustain positive relationships with all stakeholders in the school community  Committed to the professional development of colleagues and self  Ability to collaborate and network with others to strengthen organisational capacities |  |

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| **EFFECTIVE USE OF RESOURCES** | |
| **Essential** | **Desirable** |
| Good knowledge of procuring and managing effective IT administration systems  Good knowledge of the legislative and regulatory framework in relation to the safe working environment  Ability to apply understanding and knowledge of procurement and contract management processed to obtain Best Value from suppliers  Good knowledge of financial standards, and financial procedures and regulations in schools  Good knowledge of financial accountability frameworks and processes  Ability to take a problem solving approach to tasks and develop well thought through, valid and financially sound solutions  Good knowledge of what constitutes ‘best value’ and the ability to translate this into all aspects of the attached job description  Ability to use computer systems, including word processing skills to produce tables, spreadsheets and statistical returns  Ability to use management information systems and be able to transfer the experience of using one system to another similar system if needed  Ability to objectively assess and manage risk in relation to the safe school environment  Basic knowledge of building design and technology  Makes professional managerial and organisational decisions based on informed judgements |  |

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| **ACHIEVING RESULTS** | |
| **Essential** | **Desirable** |
| Commitment to an academic curriculum, rigorous assessment and the highest standards of achievement  Commitment to the development of the school as a centre of excellence in the community  Uses project management principles and processes to deliver continuous improvement  Adapts systems and levels of provision to raise attainment by supporting effective teaching and learning  Plans and manages services that meet the needs of the wider community |  |