

Person Specification: School Business Manager

Essential	Desirable
Qualifications, Experience & Training	
<p>Good levels of English Language and Maths.</p> <p>Experience of operating systems and procedures.</p> <p>Managing budgets, financial reporting and procurement.</p> <p>Experience of using a good range of common Excel formulae.</p> <p>Leadership and management experience in a school, or relevant field outside education.</p> <p>Working in a strategic role in public or educational sector.</p> <p>Working effectively with internal and external partners.</p> <p>Awareness of H&S.</p>	<p>Relevant recognised professional qualification in finance, accounting or business administration.</p> <p>Achieved School Business Manager qualification e.g. DSBM / CSBM.</p> <p>Project management.</p> <p>Involvement in school self-evaluation and improvement planning.</p>
Personal Characteristics	
<p>An excellent team player.</p> <p>Calm and patient under pressure.</p> <p>Self-aware, perceptive and committed to maintaining confidentiality at all times.</p> <p>Self-motivated and organised.</p> <p>Hard working, energetic and enthusiastic.</p> <p>Adaptable, flexible and well organised.</p> <p>Willing to learn.</p> <p>Demonstrate a commitment to the school vision, aims and ethos, its community and the school improvement agenda.</p>	<p>Commitment to further their own professional development and that of others in the team.</p>

<p>Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school.</p> <p>Commitment to safeguarding and equality.</p>	
Skills	
<p>Track record of managing people.</p> <p>Ability to prioritise, plan and implement appropriately.</p> <p>Ability to work autonomously.</p> <p>Ability to build positive relationships with a wide range of people.</p> <p>Ability to deal with people in a professional, assertive and diplomatic manner.</p> <p>Effective communicator and presenter — verbal and written.</p>	<p>Ability to represent school on behalf of Head Teacher.</p> <p>Excellent attention to detail.</p> <p>Effective interpersonal skills.</p>
Knowledge and Understanding	
<p>School financial management and accounting procedures - Excel spreadsheets and formulae.</p> <p>Resource management and procurement with regard to Best Value principles.</p> <p>An awareness and understanding of safeguarding responsibilities and implications.</p> <p>Understanding of Schools Financial Value Standard (SFVS).</p> <p>Personnel procedures and employment legislation including HR codes of practice.</p> <p>H&S policies/codes of practice/legislation.</p>	<p>Knowledge of local government and committee processes.</p> <p>Understanding of using SIMS.</p> <p>Premises maintenance.</p>