

Person Specification: School Business Manager

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

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