

Person Specification: School Business Manager

Factors	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • GCSEs grade A-C or equivalent in English & Maths • At least one qualification at level 3 or above (A levels or equivalent) • Evidence of further relevant training such as a level 4 diploma or equivalent 	<ul style="list-style-type: none"> • Certificate in Schools Business Management (or willingness to undertake)
Experience	<ul style="list-style-type: none"> • At least 3 years' experience of business and resources management in schools including procurement, health & safety and HR • Experience of using school management systems such as Arbor 	<ul style="list-style-type: none"> • Experience of managing other staff.
Knowledge, Skills & Abilities	<ul style="list-style-type: none"> • Understanding of HR legislation in relation to schools • Knowledge and understanding of health and safety policy and procedures in schools • A good understanding of Health & Safety in the workplace • Understanding of invoicing systems and payment procedures • Knowledge of working procedures relating to GDPR • Knowledge of support contract management in relation to schools • Excellent interpersonal skills. • Able to think creatively and problem solve • Able to work independently, under own initiative and as a member of a team • Ability to work under pressure. Excellent communication skills and the ability to present both written and verbal information • Able to communicate well with all stakeholders • Able to share ideas and contribute to the development of the whole school 	<ul style="list-style-type: none"> • Ability to manage challenging situations