

PERSON SPECIFICATION

Job Title: School Business Manager (SBM)

Report to: Headteacher

Grade: KR10-KR11 (£36,866 -£49,323)



The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted. Applicants should describe in their application how they meet these criteria.

	Essential	Desirable
QUALIFICATIONS AND BACKGROUND		
Finance qualification or similar accreditation.	<input type="checkbox"/>	
Experience of work as a School Business Manager in a school or similar organization.	<input type="checkbox"/>	
A relevant professional management qualification.		<input type="checkbox"/>
KNOWLEDGE AND EXPERIENCE		
Administrative experience including the management and operation of administration systems and procedures including audits.	<input type="checkbox"/>	
Experience of managing budgets and financial reporting systems.	<input type="checkbox"/>	
Experience of reporting systems used in school environments.		<input type="checkbox"/>
Experience of managing different teams.	<input type="checkbox"/>	
Use of ICT including Microsoft Office, also to analyse data.	<input type="checkbox"/>	
Experience of leadership of a team of staff ideally including those not directly supervised throughout the day.	<input type="checkbox"/>	
Evidence of professional development.	<input type="checkbox"/>	
Working knowledge of facilities management.	<input type="checkbox"/>	
Experience of Project Management.		<input type="checkbox"/>
Working knowledge of Health and Safety Legislation.	<input type="checkbox"/>	
An understanding of procurement, contracts, risk assessment, health and safety and traded services in organisations.	<input type="checkbox"/>	
Experience of working effectively with a wide range of external partners.	<input type="checkbox"/>	
Successful experience in the submission of bids securing funding in the public sector.	<input type="checkbox"/>	
An understanding of school management issues and the role of the Governing Body.	<input type="checkbox"/>	
Knowledge and understanding of Child Protection and Safeguarding legislation.	<input type="checkbox"/>	
Performance Management appraisals for all support staff.		<input type="checkbox"/>
Knowledge of managing personnel procedures including managing Sickness Absence.	<input type="checkbox"/>	
Knowledge of relevant legal issues including governance.	<input type="checkbox"/>	
SKILLS AND EXPERIENCE		
Excellent organization skills.	<input type="checkbox"/>	
Experience in marketing and revenue generation.	<input type="checkbox"/>	
High level communication skills.	<input type="checkbox"/>	

These duties may be varied at the reasonable discretion of the Headteacher.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced Disclosure and Barring Service check will be carried out prior to confirming an offer of appointment.

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Excellent time management skills.	<input type="checkbox"/>	
Ability to cope with conflicting demands and manage own work load, prioritizing tasks to meet deadlines.	<input type="checkbox"/>	
An ability to consult and share decision making with the senior leadership team.	<input type="checkbox"/>	
Reporting to the Governing body or similar board of Directors / Trustees.		<input type="checkbox"/>
Experience of adapting to organisational change.		<input type="checkbox"/>
Ability to work both collaboratively and independently, liaise and negotiate with persuasion and credibility.	<input type="checkbox"/>	
Ability to analyse and understand data and information to apply findings in a structured way and propose practical options based on the best available evidence.	<input type="checkbox"/>	
Excellent communication skills: must be able to communicate at all levels; excellent written and verbal communication, active listening and presentation skills.	<input type="checkbox"/>	
PERSONAL QUALITIES		
Ability to take personal and professional responsibility, demonstrate a positive attitude and enthusiasm for achieving team and whole school objectives.	<input type="checkbox"/>	
Creative, solution orientated approach; encourages contribution and challenge from others.	<input type="checkbox"/>	
Creates an open and honest culture and improves the performance of others and the overall organization.	<input type="checkbox"/>	
High standards of professionalism with regards to confidentiality and discretion.	<input type="checkbox"/>	
A total commitment to equal opportunities.	<input type="checkbox"/>	
A sense of urgency, self-motivation, positive and about change and the ability to make sound business decisions demonstrating, monitoring and delivering on commitment.	<input type="checkbox"/>	
Positive and self-reliant with a willingness to take on other roles and responsibilities within the team.	<input type="checkbox"/>	
Empathy with the School's core aims.	<input type="checkbox"/>	
Flexibility; able to work with the School outside of normal hours when appropriate	<input type="checkbox"/>	
OTHER REQUIREMENTS		
Excellent record of attendance and punctuality.	<input type="checkbox"/>	
Comply with safer recruitment checks including DBS and List 99.	<input type="checkbox"/>	
Experience of working in partnership with other Schools / Academies.		<input type="checkbox"/>

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