



Person specification: School Business Manager

CRITERIA	ESSENTIAL:	DESIRABLE
Qualifications and training	<ul style="list-style-type: none"> ➤ GSCE education to include English Language and Maths (or equivalent) ➤ A school business management qualification ➤ Health and safety training ➤ Evidence of continuing professional development ➤ Commitment to achieve the National College of School Leadership Certificate of School Business Management or Diploma of School Business Manager 	<ul style="list-style-type: none"> ● Achieved School Business Manager qualification e.g. DSBM / CSBM ● A degree - ideally in accountancy, business management or a related discipline)
Experience	<ul style="list-style-type: none"> ➤ Successful leadership and management experience in a school, or in a relevant field outside education ➤ Involvement in school self-evaluation and improvement planning ➤ Line management experience ➤ Experience of change management ➤ Contributing to staff development ➤ Managing Health and Safety 	<ul style="list-style-type: none"> ● Managing at a senior level · Experience of leading performance management of staff. ● Experience of the Local Authority budget planning software. ● Experience of working across more than school.
Skills and knowledge	<ul style="list-style-type: none"> ➤ Expert knowledge of financial management ➤ Previous use of FMS or equivalent account software ➤ Excellent attention to detail ➤ Previous use of Management Information Systems (MIS) SIMS/ARBOR or equivalent ➤ Effective communication and interpersonal skills ➤ Ability to communicate a vision and inspire others ➤ Ability to build effective working relationships with staff and other stakeholders ➤ Knowledge of Schools Financial Value Standard (SFVS) ➤ Information management systems ➤ HR policies/codes of practice/legislation · ➤ H&S policies/codes of practice/legislation 	<ul style="list-style-type: none"> ● Knowledge of wrap-around care.

	<ul style="list-style-type: none"> ➤ Resource management and procurement ➤ Premises maintenance ➤ Personnel procedures and employment legislation 	
<p>Personal qualities</p>	<ul style="list-style-type: none"> ➤ Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils ➤ Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school ➤ Ability to work under pressure and prioritise effectively ➤ Commitment to maintaining confidentiality at all times ➤ Commitment to safeguarding and equality ➤ High levels of emotional intelligence when dealing with sensitive issues. 	