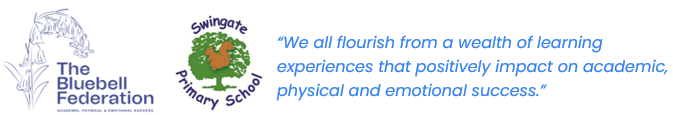
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**Person Specification – Business Manager Swingate Primary School**

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| criteria | qualities |
| **Qualifications  and training** | A degree or other relevant qualification - ideally in accountancy, business management or a related discipline  A school business management qualification such as (National College of School Leadership Certificate of School Business Management (CSBM) or Diploma of School Business Management (DSBM)  Relevant Health and Safety Training  Evidence of continuing professional development |
| **Experience** | Successful leadership and management experience in a primary school  Involvement in school self-evaluation and improvement planning  Line management experience  Contributing to staff development  Experience of managing Health and Safety  Working with children or young people  Experience of Human Resources  Experience of premises management |
| **Skills and knowledge** | Expert knowledge of financial management (BPS or equivalent)  Excellent attention to detail  Experience of school financial systems and programmes (Firefly would be an advantage)  Previous use of management information systems (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  Understanding of data protection and confidentiality  Knowledge of Schools Financial Value Standards (SFVS)  Knowledge of HR policies, codes of practice and legislation  Knowledge of resource management and procurement  Experience of premise maintenance  Knowledge of personnel procedures and employment legislation  Knowledge and experience of maintaining the Single Central Record (SCR) |
| **Personal qualities** | 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  Embraces change well  Deals with difficult situations effectively  Ability to work independently |

This job description may be amended at any time in consultation with the postholder.