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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.