PERSON SPECIFICATION – SCHOOL BUSINESS MANAGER

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| **Education and Qualifications** | **Essential** | **Desirable** | **How identified** |
| Degree or equivalent qualification. |  | Yes | Application |
| Professional accounting qualification. |  | Yes | Application |
|  Qualification in School Business Management (L3 or above). |  | Yes | Application |
| **Knowledge and experience** |  |  |  |
| Successful leadership within an organisation including line management. | Yes |  | Application Reference |
| At least 3 years experience of budgetary management and control within an organization. | Yes |  | Application Interview Reference |
| Knowledge and experience of using a financial management system, process and procedure. | Yes |  | ApplicationInterview Reference |
| Experience of motivating and leading staff. | Yes |  | Application InterviewReference |
| A working knowledge of facilities management. |  | Yes | Application InterviewReference |
| Knowledge and experience of recruitment and onboarding of new staff. |  | Yes | Application InterviewReference |
| Knowledge and understanding of GDPR and data protection regulations, policy and practice. |  | Yes | Application InterviewReference |
| A working knowledge of Health and Safety legislation, policy and practice. |  | Yes | Application InterviewReference |
| An awareness and understanding of school / public sector finance / resources management information systems. Focused on ESS-SIMS , FMS and BPS |  | Yes | Application |
| An understanding of procurement, contracts, risk assessment, health and safety and traded services in an organization. | Yes |  | Application Interview Reference |
| Experience of working effectively with a wide range of external partners. | Yes |  | Application InterviewReference |
| Successful experience in the submission of bids securing funding in the public sector. |  | Yes | Application InterviewReference |
| An understanding of school management issues and the role of the Governing Body/ Management Committee. |  | Yes | Application Interview Reference |
| **Skills and abilities** |  |  |  |
| Exceptional planning and organisational skills including managing deadlines. | Yes |  | Application InterviewReference |
| Excellent written and verbal communication skills. | Yes |  | Application Interview |
| Highly developed interpersonal skills. | Yes |  | Application InterviewReference |
| An ability to analyse data. | Yes |  | Application Interview |
| An ability to use initiative and priorities work. With considerations of the priority of supporting our pupils. | Yes |  | ApplicationInterview |
| Being accurate and well organised in approach to work. | Yes |  | Interview Reference |
| Ability to understand the needs within an Alternative Provision and build effective working relationships with staff and all stakeholders. | Yes |  | Interview Reference |
| An ability to interpret legislation and regulations. | Yes |  | ApplicationInterview |
| An ability to consult and share decision making with the senior team. | Yes |  | Application Interview |

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| **Personal Qualities** |  |  |  |
| Commitment to high educational, professional and personal standards. | Yes |  | Application InterviewReference |
| A total commitment to equal opportunities. | Yes |  | Application Interview Reference |
| A ‘can do’ attitude and a willingness to be involved at all levels. | Yes |  | Application InterviewReference |
| To have a strong awareness of professionalism and confidentiality. | Yes |  | Application InterviewReference |
| To have a good sense of humour. |  | Yes | Interview |
| **Equal Opportunities** |  |  |  |
| An understanding of and a willingness to promote equal opportunities. | Yes |  | Application Interview |