

**PERSON SPECIFICATION
SCHOOL BUSINESS MANGER
STELLING MINNIS CE PRIMARY SCHOOL**

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • A degree, or other relevant qualification – ideally in accountancy, business management or a related discipline • A school business management qualification is desirable • School Finance Training is desirable
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 • Working in a school setting
Skills and knowledge	<ul style="list-style-type: none"> • Expert knowledge of financial management • Excellent attention to detail • Previous use of school financial management systems • 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 • Excellent computer skills
Personal qualities	<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 • Embraces change well • Deals with difficult situations effectively