



Nurtured we thrive

Person specification – School Business Manager

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 preferable ➤ Recent health and safety training.
Experience	<ul style="list-style-type: none"> ➤ Successful leadership and management experience in a school ➤ Involvement in school self-evaluation and improvement planning ➤ Line management experience ➤ Contributing to staff development ➤ Working with children or young people ➤ Experience of Human Resources and data protection
Skills and Knowledge	<ul style="list-style-type: none"> ➤ Expert knowledge of financial management ➤ Excellent attention to detail ➤ Previous use of SIMs or other Management Information 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
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