Please read this Person Specification carefully, as it will be used to assess candidates as part of the short listing and interview process. **You should state any experience you have had, which shows how you meet these criteria, when you complete your application form.** If you are selected for interview, you may be asked to undertake practical tests to demonstrate some of the skills and abilities listed below. The Trustees will be looking for candidates who most closely match the following criteria but they do not expect the successful candidate to meet all the “desirable” criteria when s/he joins Graveney Primary School. However, the Business Manager will be expected to build on existing knowledge, experience, and skills during his/her continuous professional development. Reference should be made to the School Business Management Competency Framework from the National College for Teaching and Leadership (NCTL) in collaboration with the National Association of School Business Management (NASBM) when considering professional development.

**Graveney Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 (as amended) and the appointment is therefore subject to a satisfactory enhanced level disclosure obtained from the Disclosure & Barring Service (DBS).**

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| **Criteria** | **Essential** | **Desirable** |
| **Knowledge** | * Good general education
 | * Have experience of being an Academy Business Manager
* Graduate or equivalent
* School business management qualification, e.g.

*Diploma of School Business Management (DSBM),* or*Advanced Diploma of School Business Management (ADBSM)** Successful experience in school finance
* Experience of SIMS FMS (finance module of Schools’ Information Management System) and SIMS Personnel
* Knowledge of payroll structures and administration (particularly *School Teachers’ Pay and Conditions* and Kent County Council’s Pay scheme)
* Successful experience in Human Resources management
* Knowledge of Local Government procedures
* Experience of effective public sector procurement
* Experience of effective public sector tenders and contracts
 |
| **Qualifications****Experience** | * Relevant formal qualification, e.g. in accountancy or management
 |
| **Skills****Abilities** | * Successful education/training and track record in relevant finance/management field
 |
|  | * Excellent ability in Microsoft excel and experience of finance systems and accounts
 |
|  | * Good awareness and understanding of school frameworks and funding
 |
|  | * Effective use of IT for management
 |
|  | * Able to prepare a budget plan with fully profiled salaries and other costs and longer- term budgets taking account of Value for Money, organisational priorities, and factors affecting funding/income
 |
|  | * Able to manage budgets and maintain accurate financial information to facilitate effective monitoring to achieve organisational aims
 |
|  | * Able to present complex financial data and to evaluate, clarify, and explain to governors and colleagues the school’s financial procedures in the context ESFA regulations
 |
|  | * Able to establish and maintain good financial practice
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| **Criteria** | **Essential** | **Desirable** |
| **Knowledge Qualifications Experience Skills Abilities** (continued) | * Able to delegate tasks and manage own workload to meet deadlines
* Able to identify own professional development needs and ensure they are met
* Able to identify and manage potential risks
* Able to lead appropriate innovation projects
 | * Successful track record in working with school governors or other boards of directors
* Successful experience in premises’ management
 |
| **Leadership** | * Successful and significant experience of leading, developing, and appraising a team of staff
* Ability to communicate effectively to a variety of audiences
* Ability to engage with and command respect in working with colleagues at all levels
* Successful experience in managing change
* Successful experience of managing challenging and/or sensitive situations
 | * Successful and significant experience in a whole school leadership role
* Successful experience of role in wider school community
 |
| **Personal qualities** | * Flexible approach to work
* Ability to take responsibility
* Acts with integrity, honesty, loyalty and fairness
* Confidentiality
* Self-starter but also able to work collaboratively with other team members
* Natural authority and confidence in dealing with people and situations
* Calm and organised under pressure
* Resilient and determined
 | * Sense of humour
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