

**School Business Manager  
Person Specification**

		Essential	Desirable
<b>QUALIFICATIONS AND BACKGROUND</b>			
	Finance qualification or similar accreditation	✓	
	A relevant professional management qualification		✓
	Experience of work as a School Business Manager in a school or similar organisation		✓
<b>KNOWLEDGE AND EXPERIENCE</b>			
	Administrative experience including the management and operation of administration systems and procedures, including audits.	✓	
	Experience of managing budgets and financial reporting systems e.g.	✓	
	Experience of reporting systems used in school environments e.g.		✓
	Experience of managing different teams	✓	
	Use of ICT including Microsoft Office, also to analyse data	✓	
	Experience of leadership of a team of staff	✓	
	Commitment to personal/professional development	✓	
	Working knowledge of facilities management	✓	
	Experience of Project Management		✓
	Working knowledge of Health and Safety Legislation	✓	
	An understanding of procurement, contracts, risk assessment, health and safety and traded services in organisations	✓	
	Experience of working effectively with a wide range of external partners.	✓	
	Successful experience in the submission of bids securing funding in the public sector		✓
	An understanding of school management issues and the role of the Governing Body	✓	
	Knowledge and understanding of Child Protection and Safeguarding legislation	✓	
	Performance Management appraisals for all support staff		✓
	Knowledge of managing personnel procedures, including managing the Sickness Absence	✓	
	Knowledge of relevant legal issues including governance of academies	✓	
<b>SKILLS AND ABILITIES</b>			
	Excellent organisation skills	✓	
	Experience in marketing and revenue generation		✓
	High level communication skills	✓	
	Excellent time management skills	✓	
	Ability to organise own work load and priorities on day to day basis using own initiative	✓	
	An ability to consult and share decision making with the senior leadership team	✓	
	Reporting to the Governing body or similar board of Directors/Trustees		✓
	Experience of adapting to organisational change		✓
<b>PERSONAL QUALITIES</b>			
	High standards of professionalism with regards to confidentiality and discretion	✓	
	A total commitment to equal opportunities	✓	
	Highly motivated, positive and self-reliant	✓	
	Willingness to take on other roles and responsibilities within the team	✓	
	Empathy with the School's core aims	✓	



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	Flexibility – the ability to work with the School on Open Days / Saturday revision and any other meetings applicable to your role when appropriate	✓	
<b>OTHER REQUIREMENTS</b>			
	Excellent record of attendance and punctuality	✓	
	Comply with safer recruitment checks including DBS and List 99	✓	
	Experience of working in partnership with other schools/Academies		✓

Candidates may choose to address these in their application.