

School Business Manager Person Specification

CRITERIA	QUALITIES	DESIRABLE
		OR ESSENTIAL
Qualifications and training	 Relevant qualification long standing experience - ideally in business management or a related discipline, time served/experience in school in school admin and finance CSBM or DSBM A school business management qualification e.g. level 4 diploma in school business management 	> E > D > D > D
	Evidence of health and safety/compliance training/ Evidence of any school governance training	
Experience	 Successful senior finance and administrative role School, or in a relevant field outside education Involvement in school self-evaluation and improvement planning Line management experience Contributing to staff development Working with children or young people Involvement and understanding of working with Human Resources Leading on data protection in workplace 	
Skills and knowledge	 Knowledge of financial management Extensive knowledge of complex financial procedures, regulations and business management (including HR) Detailed knowledge and experience in financial procedures, computer literacy, payroll and accountancy Excellent attention to detail Previous use of SIM /FSIM 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 Ability to lead on aspects of Safeguarding in school, including safe recruitment and new staff induction 	

Personal qualities	Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils	~	Е
	Commitment to acting with integrity, honesty, loyalty and fairness		E
	to safeguard the assets, financial probity and reputation of the school	<i>,</i>	E E
	Ability to work under pressure and prioritise effectively		E
	Commitment to maintaining confidentiality at all times	\succ	Е
	Commitment to safeguarding and equality	> >	E E
	Embraces change well		-
	> Dealing with difficult situations effectively		
	Ability to produce solutions and ideas		