

## School Business Manager Person Specification

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

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		