



PERSON SPECIFICATION School Business Manager

Factors	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ▪ Recognised management/business degree, NVQ 4 or equivalent related professional qualification. 	School Business Manager specific qualification i.e. DSBM, CSBM. ADSBM or MSc School Business Management
Training	<ul style="list-style-type: none"> ▪ Evidence of Continuing Professional Development. 	Member of National Association of School Business Management
Experience	<ul style="list-style-type: none"> ▪ Managing and reporting strategic financial plans ▪ Managing budgets, financial reporting, procurement and fixed assets ▪ Managing change projects ▪ Managing teams ▪ Managing HR ▪ Managing H & S ▪ Managing Administration Systems ▪ Several years experience working in an office environment at senior level. 	Managing within an educational environment, including Premises Managing at a Senior Management Team level. Knowledge of School MIS systems
Knowledge and Skills	<ul style="list-style-type: none"> ▪ Able to deliver services and systems applicable for effective school management ▪ Able to deliver value for money initiatives ▪ Able to understand national & regional educational services and deliver appropriate strategies ▪ Able to lead teams and individuals ▪ Able to strategically influence decision making within the school ▪ Able to use a range of ICT packages ▪ Excellent numeracy/literacy/ICT skills ▪ Ability to interpret advice/statute and to devise policy/practice in the light of these ▪ Ability to relate well to children and adults Understanding of promoting positive relationships with the wider school community. ▪ Ability to persuade, motivate, negotiate and influence. 	Understanding of educational enterprise issues. Experience of project management and fund raising. Good working knowledge of employment law issues.



Factors	Essential	Desirable
Personal Qualities	<ul style="list-style-type: none"> ▪ Highly developed interpersonal skills including emotional intelligence ▪ Support and demonstrate a commitment to the Vision for excellence in every aspect of the work of the school ▪ Support the Headteacher in the management of change and improvement in pursuit of strategic objectives ▪ Prioritise, plan and organise direct and co-ordinate the work of others; build, support and work with high performing teams ▪ Work as part of a team, modelling exemplary professional behaviour ▪ Willingness to constructively challenge the work of self and others to continually improve own and team performance ▪ Ability to work under pressure, prioritise and meet deadlines ▪ Devolve responsibilities, delegate task and monitor practice to see that they are being carried out within set standards and provide a role model for pupils and staff ▪ Seek advice and support when necessary ▪ Deal sensitively with people to avoid conflict ▪ Demonstrate a flexible and adaptable approach. ▪ Support the Christian Vision and Values of the school. 	