



Personal Specification – School Business Manager

	Essential	Desirable
Qualifications / Education and Training	<p>A degree or other relevant qualification - ideally in accountancy, business management or a related discipline.</p>	<p>A school business management qualification, e.g. level 4 diploma in school business management.</p> <p>Fire risk management training.</p> <p>Health and safety training.</p> <p>First aid training.</p> <p>Safer recruitment training.</p> <p>Level 3 safeguarding training.</p> <p>Other relevant qualifications.</p>
Relevant Experience	<p>Successful leadership and management experience in a school, or in a relevant field outside education.</p> <p>Experience in implementing, managing and maintaining human resource practice and procedures e.g. absence management, payroll, capability and disciplinary procedures etc.</p> <p>Experience of managing/contributing to the management of Health and Safety within an organisation.</p> <p>Experience of analysing data and information to produce management information which supports decision making at the most senior level.</p> <p>Experience of writing quality reports and presenting to stakeholders.</p> <p>Experience of communicating information to other parties e.g. parents/carers, both verbally and in writing.</p> <p>Experience of ensuring compliance in segregation of duties.</p> <p>Contributing to staff development.</p> <p>Working with children or young people.</p> <p>Is committed to teamwork.</p>	<p>Experience of designing, contributing and shaping whole school improvement and evaluation documents, ensuring the achievement of objectives.</p> <p>Involvement in school self-evaluation and improvement planning.</p> <p>Line management experience.</p> <p>Has experience of working with vulnerable children.</p> <p>Experience of supporting and leading others.</p> <p>Experience of the EHCP practices and processes.</p> <p>Experience of procurement to ensure best value including Service Level Agreements and contracts.</p> <p>Experience of working strategically with the governing body.</p>
	<p>Expert knowledge and practical application of financial management.</p> <p>Confident in the use of SIMS and SFVS or similar systems.</p>	<p>Is abreast of national changes in Health and Safety.</p> <p>Has contributed to the development and delivery of effective and inspirational professional development and INSET for staff.</p>

Professional Knowledge and Skills	<p>Excellent use of Microsoft Office.</p> <p>Excellent attention to detail.</p> <p>Effective communication and interpersonal skills.</p> <p>Ability to communicate a vision and inspire others.</p> <p>Ability to build effective working relationships with staff and other stakeholders.</p> <p>Understanding of data protection and confidentiality.</p> <p>Inspirational and innovative use of technology.</p> <p>Demonstrate the ability to support, motivate and inspire both colleagues and pupils by leading through example.</p> <p>Evidence of sustained effective performance management.</p> <p>The ability to lead, build and sustain partnerships with parents, other schools, the local authority and local community etc.</p> <p>Ability to review whole school systems to ensure the robust evaluation of school performance and actions to secure improvements.</p>	<p>Knowledge of governor clerking practices and procedures.</p>
Commitment	<p>Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school.</p> <p>Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils.</p> <p>Ability to work under pressure and prioritise effectively.</p> <p>Commitment to maintaining confidentiality at all times.</p> <p>Commitment to safeguarding and equality.</p> <p>Demonstrate a commitment to:</p> <ul style="list-style-type: none"> a. equalities b. promoting the school's vision and ethos c. a high quality, stimulating learning environment d. relating positively to and showing respect for all members of the school and wider community e. ongoing relevant professional self-development f. safeguarding and child protection 	
	<p>Embraces change well.</p>	

Personal Characteristics and Skills

Demonstrate the ability to deal successfully with situations that may include tackling difficult situations, conflict resolution and disciplinary action.

The ability to hold others to account when required.

Excellent interpersonal skills.

Passionate user of technology.

Has a record of appropriate CPD.

Positive role model.

Excellent punctuality and health record.

A good sense of humour.

Is resilient.

The ability to use appropriate leadership and management styles and to act as a role model, establishing credibility with the LA, governors, pupils, parents/carers and staff.