

**London Borough of Waltham Forest**

**Person Specification**

POST: School Business Manager

Grade: NJC PO8

**Note to Applicants**

The **Essential Criteria** are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The **Desirable Criteria** are used to help decide between candidates who meet **ALL** the Essential Criteria.

The **How Identified** column shows how the School will obtain the necessary information about you.

If the **How Identified** column says the **Application Form** next to an **Essential Criteria** or a **Desirable Criteria**, you **MUST** include in your application enough information to show **how** you meet the criteria. You should include examples from your paid or voluntary work.

	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	HOW IDENTIFIED
<b>Qualifications, Experience and Training</b>	<ul style="list-style-type: none"> <li>• Minimum of 5 years of successful management experience, across Finance, Procurement, H&amp;S, Personnel, Marketing and Facilities management.</li> <li>• Evidence of ability to manage a team and the personal qualities required to set an example to others, including the ability to motivate and support a team.</li> <li>• Advanced ICT skills, including a good understanding of ICT systems and the ability to develop them.</li> <li>• Proven experience of setting high standards and operating within a best practice framework.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience and knowledge of academies legislation, management and funding</li> <li>• To have a School Business Manager Qualification (Certificate of School Business Management)</li> <li>• Financial Qualification (Accountant or part qualified)</li> </ul>	Application form, Qualifications, References and Interview
<b>People Skills and Leadership</b>	<ul style="list-style-type: none"> <li>• A track record of effective leadership with proven ability to provide vision and direction to individuals and teams so as to gain ownership and commitment</li> <li>• Demonstrated track record of standard setting for staff including expectations, timescales, and establishing clear lines of responsibility and accountability</li> <li>• Ability to communicate effectively, influence and empower staff so as to build effective teams and relationships, trust, good morale and teamwork</li> <li>• Demonstrated track record of managing in a manner that promotes equality of opportunity and collaborate working; ensuring that staff are aware of the requirement to deliver non-discriminatory services and to promote great equity for those that are disadvantaged</li> <li>• Understanding and application of successful HR and H&amp;S management practices and policies</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of organising and leading successful fund-raising</li> <li>• Good working knowledge of employment law issues</li> </ul>	Application form, References and Interview

<b>Strategic Thinking and Planning</b>	<ul style="list-style-type: none"> <li>• Demonstrated track record of strategic planning and the delivery of high quality work</li> <li>• Demonstrated ability to devise strategies for a school office and translate them into realisable plans able to demonstrate a track record of applying strong analytical skills and laterally thinking to develop create and innovative solutions</li> <li>• Ability to work under pressure and evidence of being highly organised, meeting and exceeding targets and expectations by the set deadlines</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of project management</li> </ul>	Application form, References and Interview
<b>Finance Management</b>	<ul style="list-style-type: none"> <li>• A clear understanding of local authority budget management processes and proven ability to manage a significant budget to the standard required by the Senior Leadership Team and Governors</li> <li>• A clear understanding of the Standards for Financial Administration in schools and Local Government Standing Orders</li> <li>• A clear understanding of Procurement</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	Application form, References and Interview
<b>Personal styles and behaviour</b>	<ul style="list-style-type: none"> <li>• Personal and professional demeanour which generates credibility and confidence amongst Senior Leadership Team, Governors, staff, parents/carers, external partners and all other stakeholders</li> <li>• Ability to demonstrate highly developed oral, written and presentation skills</li> <li>• Able to set personal priorities, objectives and deadlines while maintaining a focus on the School's key priorities accountabilities</li> <li>• Ability to acquire new skills and demonstrate a strong commitment to learning/continuous professional development for self and others.</li> <li>• Commitment and willingness to meet the demands of the ethos and flexible working arrangements of the St Patrick's School.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	Application form, References and Interview
<b>Data Protection</b>	<ul style="list-style-type: none"> <li>• Understanding of the requirements of the Data Protection (GDPR) and Freedom of Information Acts and the school's legal responsibilities in these areas.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	Application form, References and Interview