**School Business Manager, Person Specification**

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|  | **Essential** | **Desirable** | A=application R=reference I=interview C=certificate |
| **Qualifications** | Higher level education to include English Language and Maths (or equivalent) | * Accountancy Qualification ACCA / CIMA / AAT
* Achieved School Business Manager qualification CSBM / DSBM / ADSBM
 | A C |
| **Experience** | * Managing strategic financial plans
* Managing budgets, financial reporting, procurement and fixed assets
* Financial analysis and reporting
* Managing and leading teams
* Working effectively with internal and external partners
 | * Working in a strategic role in public or educational sector
* Project management
* Managing at a senior level
* Experience of leading performance management of staff
* Managing H&S
 | A R I |
| **Knowledge** | * Financial management and accounting procedures
* Information management systems
* HR policies/codes of practice/legislation
* H&S policies/codes of practice/legislation
* Resource management and procurement
* Premises maintenance
* Personnel procedures and employment legislation
* An awareness and understanding of safeguarding responsibilities of all adults who work with children
 | * School financial management and accounting
* Understanding of using finance software ideally SAGE 50
* Experience of Safer recruitment
 | A R I |
| **Skills** | * Higher level IT skills
* Analytical skills
* Ability to use initiative, prioritise, meet deadlines
* Excellent interpersonal skills
* Effective communicator and presenter – orally and in writing
* Ability to lead and also to work as part of a team

Ability to maintain a positive and professional demeanour |  | A R I C |
| **General** | * Demonstrate a commitment to the school vision, aims and ethos, its community and the school improvement agenda
 |  | A I |