

Person Specification

School Business Manager – Grade F

Skills and Abilities

Essential

- Ability to apply numeracy, literacy and ICT skills to a high professional standard, including financial systems, spreadsheets and management information.
- Ability to interpret legislation, statutory guidance and professional advice, and to translate this into effective policies, procedures and practice.
- Demonstrable experience of financial management, including budgeting, monitoring, forecasting and reporting.
- Ability to work strategically and operationally, managing competing priorities within a small and complex organisation.
- Ability to communicate clearly and effectively, both verbally and in writing, with a wide range of audiences.
- Ability to build and maintain effective professional relationships with children, staff, parents, governors and external agencies.
- Ability to influence, negotiate and persuade to achieve organisational objectives.

Desirable

- Experience of implementing or supporting organisational change or service development.
- Experience of using local authority or school-based finance and HR systems.

Leadership, Management and Working with Others

Essential

- Commitment to, and ability to support, the vision, values and strategic direction of a primary school.
- Ability to support the Headteacher in the planning and delivery of improvement and change, aligned to strategic objectives.
- Ability to lead, manage and motivate a small team, setting clear expectations and supporting high standards of performance.
- Ability to prioritise, plan, organise and coordinate the work of others.
- Ability to delegate appropriately, monitor outcomes and address issues constructively.
- Ability to act as a professional role model for staff and pupils.
- Ability to deal sensitively with people and resolve conflict appropriately.
- Willingness to seek advice and support when required.

- Demonstrable commitment to equality, inclusion and safeguarding.

Desirable

- Experience of working with, and presenting information to, senior leaders and governing bodies.
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Knowledge and Understanding

Essential

- Sound working knowledge of relevant policies, codes of practice and legislation, including finance, HR, safeguarding, data protection and confidentiality.
- Several years' experience working in an office or business environment, with responsibility for systems, compliance and processes.
- Clear understanding of professional boundaries, confidentiality and information security.

Desirable

- Experience working within a school or education setting.
 - Understanding of SEN funding, statutory requirements and provision.
 - Knowledge of Hampshire County Council procedures and expectations.
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Qualifications and Training

Essential

- Relevant qualification or equivalent professional experience in business management, finance, administration or a related discipline.

Desirable

- School Business Management qualification.
 - Designated Safeguarding Lead (DSL) training, or willingness to undertake training.
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Personal Qualities and Approach

Essential

- Open-minded and adaptable, with a positive approach to new ideas, challenges and change.
- Professional, reliable and resilient, with a solution-focused approach.
- High levels of integrity, discretion and accountability.
- Commitment to continuous professional development.