

Haven Nursery School
School Business Manager
PERSON SPECIFICATION



Criteria	Essential	Desirable
Qualifications and training	Recognised management/ business degree, diploma or equivalent related professional qualification OR Commitment to work towards School Business Management specific qualification	Evidence of continued professional development
Experience	Successful leadership and management experience in a school, or in a relevant field outside education Managing budgets and financial reporting Managing HR Safer recruitment Working with effectively with internal and external partners Project Management	Experience of working in an office environment at a senior level Line management experience Managing Health and Safety systems Involvement in school self-evaluation and improvement planning Contributing to staff development/ training Recent experience of effectively completing performance management for staff
Skills and knowledge	Expert knowledge of financial management Knowledge of HR procedure and policy Excellent attention to detail Recent experience of HR and recruitment Proven track record of excellent time management skills and ability to manage workload and meet deadlines Able to deliver services and systems applicable for effective school management Effective communication and interpersonal skills Ability to communicate a vision and inspire others	Understanding of promoting positive relationships in the wider school community Understanding of Arbor or similar management system Use of financial databases

	<p>Ability to build effective working relationships with all staff and other stakeholders</p> <p>Understanding of data protection and confidentiality</p> <p>Excellent literacy, numeracy and IT skills</p> <p>Effective communicator</p> <p>Ability to motivate, influence and negotiate</p> <p>Awareness of Safeguarding</p>	
<p>Personal qualities</p>	<p>Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils</p> <p>Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school</p> <p>Ability to work under pressure and prioritise effectively</p> <p>Ability to prioritise, plan, organise, direct and co-ordinate the work of others</p> <p>Willingness to constructively challenge the work of self and others to continually improve own and team performance</p> <p>Ability to devolve responsibilities, delegate tasks and monitor practise to see that they are being carried out within set standards and provide a role model for other staff</p> <p>Commitment to maintaining confidentiality at all times</p> <p>Embraces change well</p> <p>Deals with difficult situations effectively</p>	