



## PERSON SPECIFICATION

### School Business Manager



Qualifications	Essential or Desirable	How identified
Educated to GCSE standard, obtaining 5 or more passes including English and Maths	Essential	A
School Business Management qualification or other qualification relevant to financial or business management	Desirable	A
Certificate in Financial Reporting for Academies	Desirable	A
Experience	Essential or Desirable	How identified
Minimum 2 years of relevant finance business work experience, preferably in an education role	Essential	A/R/I
Strong financial acumen and experience in strategical financial planning, budget monitoring and financial reporting	Essential	A/I
Experience of working in partnership with a Governing Body	Desirable	A/I
Experience of working in partnership with the Diocese, the Local Authority, other partner schools and outside agencies	Desirable	A/R/I
Experience of Academy accounting procedures, processes and understanding of cashflow, balance statements and management accounts	Desirable	A/R/I
Ability to demonstrate delivery of service and systems applicable for effective school management	Essential	A/R/I
Excellent organisational and leadership skills; being able to work autonomously and within a team	Essential	A/R/I
Knowledge of HR compliance, procedures and school operations	Essential	A/R/I
Ability to communicate effectively with staff, governors and external stakeholders	Essential	A/R/I
Knowledge of school or academies finance and accounting systems, particularly PS Financials, Iris Planner, SAGE, Arbor, Tucasi	Desirable	A/I
Experience of Health and Safety Compliance	Desirable	A/I
Competent IT skills	Essential	A/I

Personal Qualities	Essential or Desirable	How identified
Warm and friendly personality, with a sense of humour	Essential	R/I
Highly organised with the ability to use initiative	Essential	A/R/I
Adaptable and flexible	Essential	A/R/I
Hardworking and committed, with a “can do” attitude	Essential	A/R/I
Willingness to develop professional skills	Essential	A/R
Be discrete, confidential, respectful and professional	Essential	A/R/I
Safeguarding	Essential or Desirable	How identified
Show awareness of Safeguarding procedures/awareness of how to keep children safe in a school environment	Essential	I
Subject to a clear Enhanced DBS check	Essential	O
Receipt of 2 satisfactory references, one of which must be your current employer, obtained prior to interview	Essential	O

Key: A      Application  
I      Interview  
R      Reference  
O      Other