

Job Description School Business Manager

Report to:	Headteacher
Responsible for:	Line management of office team and Site Manager. Liaise with external providers, contractors and agencies to ensure the school's operational needs are met.
Salary Scale:	Hampshire County Council Grade F (FTE £39,382 – £43,679)
Contract Type	Permanent, term time + 5 additional days
Hours:	36 hours (8.30 – 4.00)

Conditions of Service

Governed by the National Agreement on Pay and Conditions of service, supplemented by local conditions as agreed by the Governors.

Special Conditions of Service

The postholder will be required to work outside normal working hours on occasion, for example to attend meetings to take minutes, with due notice.

Equal Opportunity

The post holder will be expected to undertake all duties in the context of and in compliance with the Local Authority's equal opportunities policies.

Person Specification

School Business Manager		
	Essential	Desirable
Qualifications		
GCSE grade C/ 4 or above in English and Mathematics	X	

Educated to A level standard or equivalent or at least 2 years' experience in a similar role.	X	
Finance (e.g. AAT), CSBM, Business Management or degree qualification		X
Other qualifications relating to school e.g. health and safety training, first aid etc.		X
Experience		
Experience working in a business/ finance environment at a senior management level – or working in a similar position in a school.	X	
Experience of strategic Business Planning and Financial Management.		X
Experience in the preparation, management and monitoring of budgetary systems and year-end forecasting to ensure best value.	X	
Proven record of managing projects and achieving results.		X
Experience managing contracts and Service Level Agreements.	X	
Experience of leading a team, through line management, target setting and performance management reviews.		X
Skills and Abilities		
Excellent numeracy and literacy skills	X	
Ability to make a strategic contribution to the school.	X	
Ability to analyse and interrogate data management information to identify areas for improvement.		X
Able to use data and benchmarking to set targets to monitor whole school performance.		X
Effective communication, negotiating and influencing skills, including the ability to present written and verbal information to a variety of audiences.	X	
Ability to plan, organise and manage a complex workload working under pressure and to tight deadlines.	X	
Demonstrates a problem solving approach to all areas of work.	X	
Ability to use IT to promote and drive school improvement.	X	
Excellent attention to detail and accuracy	X	

Knowledge and Understanding		
Understanding and upholding child protection, safeguarding and confidentiality	X	
Knowledge of school IT systems (e.g. Arbor, SAP, CPOMs)		X
Demonstrates understanding of staff management and the importance of teamwork	X	
Knowledge and understanding of financial management principles and good practice, including audit requirements.	X	
Understanding of effective principles for fundraising and grant writing.		X
Knowledge of legislation and regulation specific to the education sector, guidelines and codes of practice relevant to the post, including GDPR		X
Working knowledge of Health & Safety including risk assessments	X	

Personal Qualities		
Ability to prioritise and manage a complex workload and work under pressure	X	
A professional yet friendly and approachable manner	X	
Self-motivated with the ability to work effectively without supervision	X	
Enthusiastic approach to continuous professional development of self and team	X	
Displays an optimistic and constructive attitude that has a positive effect on others	X	
Deals with difficult situations sensitively and effectively	X	
A strong team player	X	