

## Enstone Primary School

### School Business Manager Person Specification

Factors	Essential	Desirable	Evidence
<b>Qualifications/ Training</b>	<ul style="list-style-type: none"> <li>• NVQ Level 4 or equivalent qualification or experience relevant to school business management</li> <li>• Recent and relevant professional development</li> <li>• Ongoing commitment to professional development</li> <li>• GCSE Grade C/5 (minimum requirement) in Mathematics and English.</li> </ul>	<ul style="list-style-type: none"> <li>• School Business Manager specific qualification i.e. DSBM, CSBM, ADSBM or MSc School Business Management</li> <li>• Association of Accounting Technicians qualification</li> <li>• Member of National Association of School Business Management</li> <li>• Degree or equivalent</li> </ul>	<p>Application Form</p> <p>Certificates</p>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Business management within a school environment</li> <li>• Managing procurement and fixed assets</li> <li>• Managing change projects</li> <li>• Managing third party contracts</li> <li>• Premises management</li> <li>• Managing individuals and teams</li> </ul>	<ul style="list-style-type: none"> <li>• Health and Safety experience</li> <li>• Management of HR issues</li> <li>• Experience with Hampshire IBC Systems and school budget planning software.</li> <li>• Experience with Integris.</li> </ul>	<p>Application Form</p> <p>Interview</p>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Able to deliver services and systems applicable for effective school management</li> <li>• Able to understand national &amp; regional educational services and deliver appropriate strategies</li> <li>• Able to strategically influence decision-making within the school</li> <li>• Able to use a range of ICT packages</li> <li>• Able to work with confidential information</li> <li>• Able to line manage individuals.</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of promoting positive relationships with the wider school community</li> <li>• Awareness of the NASBM Professional Standards Framework 2015</li> <li>• Knowledge of employment law issues</li> </ul>	<p>Application Form</p> <p>Interview</p>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Highly developed interpersonal skills</li> <li>• Willingness to constructively challenge the work of self and others to continually improve own and school's performance</li> <li>• Flexible approach to working to accommodate differing demands of the job across the year</li> <li>• Ability to work under pressure and meet deadlines, whilst maintaining accuracy and methodical attention to detail</li> <li>• Self-starter.</li> <li>• Commitment to the school's ethos and values.</li> </ul>		<p>Application Form</p> <p>Interview</p>

	<ul style="list-style-type: none"><li>• Commitment to the highest standards of child protection and safeguarding.</li><li>• Recognition of the importance of personal responsibility for health and safety.</li></ul>		
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