



School Business Manager Person Specification

| | Essential | Desirable |
|------------------------------------|--|---|
| Qualifications and training | School Business Manager Qualification, or other relevant qualification | DPO training Fire Co-ordinator training |
| Experience | Successful leadership and management in a school setting or other relevant field Managing budgets, financial reporting and procurement Line management experience, including leading appraisal of staff Working effectively with internal and external partners Managing health and safety in a work environment | Project management Experience in leading staff development Working with children or young people |
| Skills and knowledge | Financial management and accounting procedures H&S policies/codes of practice/legislation Resource management and procurement Data Protection and GDPR High level IT skills Effective communication skills – orally and in writing An awareness and understanding of safeguarding responsibilities of all adults who work with children | Financial management and accounting in an educational setting Use of financial databases, such as access education budgeting tools and school financial benchmarking Understanding of using data systems such as SIMS or Arbor Premise maintenance |
| Personal qualities | Commitment to promoting the ethos and values of the school Commitment to acting with integrity, honesty and fairness to safeguarding the assets, financial probity and reputation of the school Ability to work under pressure and prioritise effectively Commitment to maintaining confidentiality at all times Deals with difficult situations effectively Ability to lead and also to work as part of a team Ability to maintain a positive, compassionate and professional demeanour Flexible and forward thinking Ability to embrace change, drive new initiatives, communicate a vision and inspire others | |