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| **Factors** | **Essential** | **Desirable** | **Assessment Method** |
| **Qualifications** | Diploma of School Business Management or working towards OR HNC/HND and be willing to work towards the Diploma of School Business Management | School Business Manager specific qualification | Application FormInterviewReferences |
| **Training** | Evidence of Continuing Professional Development.  | Member of National Association of School Business Management  | Application Form |
| **Experience** | Managing strategic financial plans. Managing budgets, financial reporting and fixed assets. Managing change projects including liaising with contractors.Managing the administration of Human Resources. Managing Health & Safety. Experience working in an office environment at senior level.  | Managing within an educational environment.  | Application FormInterviewReferences |
| **Knowledge and Skills** | Able to deliver services and systems applicable for effective school management. Able to deliver value for money initiatives. Able to work with teams and individuals. Able to use a range of ICT packages. Excellent numeracy/literacy/ICT skills.Ability to relate well to children and adults Ability to motivate and negotiate Ability to analyse and present data | Understanding of educational enterprise issues. Understanding of promoting positive relationships with the wider school community. Have knowledge of safeguarding issues within education | Application FormInterviewReferences |
| **Personal Qualities** | Highly developed interpersonal skills Support and demonstrate commitment to the vision for the schools Able to cope with change in a positive waySupport the Head Teachers in the management of change and improvementPrioritise, plan and organise direct and co-ordinate the work of others, build, support and work with high performing teams Work as part of a team Ability to work under pressure and meet deadlines. Seek advice and support when necessary Deal sensitively with people and resolve conflicts. Demonstrate the highest levels of discretion and confidentiality at all timesBe flexibleExcellent attendance recordHave current driving lesson and use of a carHave a good sense of humour |  | Application FormInterviewReferences |

**Tanfield Lea Community Primary School SBM Partnership**