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| **Factors** | **Essential** | **Desirable** | **Assessment Method** |
| **Qualifications** | Working at or towards national occupational standards (NOS) in business and administration and knowledge / skills equivalent to current national qualifications level 5, or having or willing to work towards the Diploma of School Business Management (DSBM). | School Business Manager specific qualification  GCSE Grade B or above in both Mathematics and English (or equivalent) | Application Form  Interview  References |
| **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, procurement and fixed assets.  Managing change projects including liaising with contractors.  Managing teams.  Managing Human Resources.  Managing Health & Safety.  Experience working in an office environment at senior level. | Managing within an educational environment.  Managing at a Senior Management Team level.  Providing a strategic lead for the Senior Leadership Team and governors in respect of the business potential and related opportunities. | Application Form  Interview  References |
| **Knowledge and Skills** | Able to deliver services and systems applicable for effective school management.  Able to deliver value for money initiatives.  Able to lead 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 persuade, motivate, negotiate and influence | Understanding of educational enterprise issues.  Understanding of promoting positive relationships with the wider school community.  Experience in the development of a marketing strategy | Application Form  Interview  References |
| **Personal Qualities** | Highly developed interpersonal skills.  Support and demonstrate commitment to the vision for the school.  Able to cope with change in a positive way.  Support the Head Teacher in the management of change and improvement.  Prioritise, plan, 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.  Devolve responsibilities, delegate tasks and monitor practice to see that they are being carried out within set standards and provide a role model for pupils and staff.  Seek advice and support when necessary.  Deal sensitively with people and resolve conflicts. |  | Application Form  Interview  References |