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| **Factors** | **Essential** | **Desirable** | **Assessment Method** |
| **Qualifications** | Has or is working towards Diploma of School Business Management or equivalent. | School Business Manager specific qualification | 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 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 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 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 | Understanding of educational enterprise issues.  Understanding of promoting positive relationships with the wider school community.  Have knowledge of safeguarding issues within education | 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 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 times  Be flexible  Have a good sense of humour |  | Application Form  Interview  References |