

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