**Prince Bishops Community Primary School**

**School Business Manager Person Specification**

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|  | **Essential** | **Desirable** | **Evidence** |
| **Qualifications** | Recognised management/business degree or equivalent related professional qualification. | School Business Manager specific qualification. | Certificates at selection event. |
| **Training** | Evidence of Continuing Professional Development. | Member of National Association of School Business Management. | Application form.  Letter of application.  Selection event. |
| **Experience** | Managing strategic financial plans.  Managing budgets, financial reporting, procurement and fixed assets.  Managing change projects.  Managing Health and Safety.  Managing and monitoring the effective delivery of services from external sources. | Managing within an educational environment.  Managing at senior management team level. | Application form.  Letter of application.  Selection event. |
| **Knowledge and Skills** | Able to deliver services and systems for effective school management.  Able to deliver value for money initiatives.  Able to understand national and regional educational services and deliver appropriate strategies.  Able to lead teams and individuals.  Able to strategically influence decision making within the school.  Able to use ICT packages. | Understanding of educational enterprise issues.  Understanding of promoting positive relationships with the wider school community.  Understanding of how different schools function (e.g. Academies) and ability to lead and advise on possible future development. | Application form.  Letter of application.  Selection event. |
| **Personal characteristics** | Highly developed interpersonal skills.  Emotional intelligence and good humour.  Willingness, when necessary, to constructively challenge the work of self and others to continually improve performance.  Ability to work under pressure and meet deadlines. |  | Application form.  Letter of application.  Selection event. |