Barnes Junior School

Person Specification – School Business Manager

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| **Category** | **Essential** | **Desirable** | **Criteria Assessed** |
| Application | Well presented application form and supporting statement |  | Application Form  Supporting Statement |
| Qualification | Relevant qualifications GCSE A-C pass English and Maths (or equivalent)  Relevant professional qualification (CSBM/DSBM) | Management Degree or similar  Accountancy qualification  IOSH Certificate of equivalent Health & Safety accredited qualification | Application Form  Certificates |
| Experience | Minimum of 3 years experience in financial management and business adminstration.  Successful experience of planning and managing budgets, data analysis and producing accurage reports.  Staff leadership, development and supervision.  Independent planning, management and monitoring of projects.  Ability to manage and negotiate contracts ensuring best value is achieved  Excellent computer literacy skills, eg Microsoft packages  Using, maintaining and developing financial and administrative systems with a working knowledge of school systems (SIMS and SAP)  Excellent knowledge of Safer Recruitment, HR, Health & Safety at Work Legislation, Premises Management & GDPR.  Full working knowledge of relevant policies, codes of practice, financial management and audit controls. | Leadership within an education environment  Development of a marketing strategy and income generation  Experience of accountancy | Application Form  Interview |
| Knowledge, Skills and Abilities | Ability to communicate effectively and develop good relationships with a wide range of stakeholders both in school and in the community.  Ability to apply a range of technicques for problem solving and making practical recommendations.  Good interpersonal skills, able to motivate others and be able to create a friendly welcoming atmosphere for all visitors to the school.  Able to work constructively as part of a team and have a flexible and adaptable approach to work.  Be highly self-motivated, work under pressure with a planned and organised approach to workload.  Understanding of safeguarding children and the importance of confidentiality. | Experience of website development and media communications | Application Form  Interview |
| References | Fully supportive without reservation |  | References |