



School Business Manager Post

Person Specification

	Essential	Desirable	A=application R=reference I=interview C=certificate
Qualifications	<ul style="list-style-type: none"> • GSCE education to include C or above in English and Maths (or equivalent) • Record of Continuing Professional Development 	<ul style="list-style-type: none"> • School Business Manager qualification e.g. DSBM / CSBM, or degree in an appropriate discipline (e.g. Accountancy, Business Management etc.) 	A C
Experience	Experience of <ul style="list-style-type: none"> • Managing financial plans • Managing budgets, financial reporting, procurement and fixed assets • Managing and leading teams • Working effectively with internal and external partners • Contribution to staff development • Audits and closing out actions 	<ul style="list-style-type: none"> • Financial analysis and reporting • Generating income • Managing Health & Safety • Involvement in school self- evaluation and improvement planning • Line management • Change management • Managing websites • Previous experience of a similar role within a school 	A R I
Knowledge	Knowledge of <ul style="list-style-type: none"> • Financial management and accounting procedures • Information management systems • Resource management and procurement • Safeguarding responsibilities of all adults who work with children • GDPR 	<ul style="list-style-type: none"> • School financial management and accounting • SIMS/MSS and other school based systems • Schools Financial Value Standard (SFVS) • HR policies/codes of practice/legislation • H&S policies/codes of practice/legislation • Personnel procedures and employment legislation 	A R I
Skills	<ul style="list-style-type: none"> • Ability to build effective working relationships with staff and other stakeholders • Excellent IT skills • Analytical skills and good attention to detail • Ability to work under pressure, prioritise effectively and meet deadlines • Excellent communication and interpersonal skills, both orally and in writing • Ability to lead, and also to work as part of, a team • Ability to use own initiative but also be flexible and take direction from senior leaders • Ability to maintain a positive and professional demeanour at all times 	<ul style="list-style-type: none"> • Excellent advertising and public relations-related skills • Skilled in funding applications related to schools (e.g. grants) and alternative fundraising (e.g. liaising with families) 	A R I C
General	<ul style="list-style-type: none"> • Commitment to promoting the ethos and values of both schools and getting the best outcomes for all pupils • Demonstrate a commitment to the schools' vision, aims and ethos, its community and the school improvement agenda • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality 	<ul style="list-style-type: none"> • Social media for PR and advertising, alongside the website 	A I

	<ul style="list-style-type: none">• Make decisions in line with the ethos of the school• Attendance at Governing Body Meetings to present reports/findings		
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