



# School Business Manager Post

## Person Specification

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

	<ul style="list-style-type: none"> <li>• Ability to maintain a positive and professional demeanour at all times</li> </ul>		
<b>General</b>	<ul style="list-style-type: none"> <li>• Commitment to promoting the ethos and values of both schools and getting the best outcomes for all pupils</li> <li>• Demonstrate a commitment to the schools' vision, aims and ethos, its community and the school improvement agenda</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality</li> <li>• Make decisions in line with the ethos of the school</li> <li>• Attendance at Governing Body Meetings to present reports/findings</li> </ul>	<ul style="list-style-type: none"> <li>• Social media for PR and advertising, alongside the website</li> </ul>	A I