**Person Specification: School Business Manager**

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|  | **Essential** | **Desirable** | **Method of****Assessment** |
| **Qualifications** | * 5 GCSE’s or equivalent including English & Maths
* Minimum Level 4 Diploma in School Business Management (or equivalent qualification and job role experience)
 | * Level 5+ in School Business Management or other relevant qualifications and/or experience
* Willingness to undertake relevant and appropriate SBM continuous professional development.
 | Application formSelection ProcessPre-employment checks |
| **Experience** | * Experience of GDPR
* Experience of managing: Human Resources, health & safety & risk management, facilities and property.
* Experience in an office environment
* Experience of leading all aspects of financial planning
* Experience of using a range of computer systems
* Experience of line management
* Experience of implementing systems
* Experience of working within a team
 | * Knowledge of administrative procedures in a school setting.
* Experience of writing and reviewing policies.
 | Application formSelection Process Pre-employment checks |
| **Skills /****Knowledge** | * Good ICT skills
* Numerate
* Good organisational skills
* Accurate and consistent
* Ability to work to deadlines
* Excellent spoken and written communication skills and strong interpersonal skills
* A high level of discretion
* Ability to produce accurate written documentation
 | * Knowledge of SIMs, FMS
* Confidence and ability in writing and presenting reports
 | Application formSelection ProcessPre-employment checks |
| **Personal****Qualities** | * Able to communicate with a wide range of people (face to face, telephone, written)
* Able to prioritise own workload and meet deadlines
* Able to work flexibly to meet the needs of the service
* Ability to use own initiative
* Ability to work as part of a team
* Confidence in being a critical friend to the Head teacher
 |  | Application form Selection ProcessPre-employment checks |