

School Business Manager Person Specification

Chester-le-Street C of E

	Essential	Desirable	A=application R=reference I=interview C=certificate
Qualifications	<ul style="list-style-type: none"> Degree level qualification Record of Continuing Professional Development 	<input type="checkbox"/> 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 the school 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 • Make decisions in line with the ethos of the school 	<input type="checkbox"/> Social media for PR and advertising, alongside the website	A I
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This correspondence is available in audio, Braille or large print if required. Please contact us to arrange this.

	<input type="checkbox"/> Attendance at Governing Body Meetings to present reports/findings		
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