



Parkhead Community Primary School

School Business Manager

Person Specification

Essential

1	Experience of managing a business service or operation and contributing to its continuous improvement.
2	Experience of contributing to setting and monitoring a budget.
3	Professional knowledge of the following disciplines: finance, managing budgets, procurement, premises management, health and safety
4	Experience of developing, maintaining and improving business systems and administrative functions and processes to improve efficiency and standards of service.
5	Experience of delivering services that meet the needs of a range of stakeholders, demonstrating obtaining value for money.
6	Evidence of positive engagement in own continuing professional development.
7	Effective written communication that demonstrates excellent numeracy and literacy skills. Preparing reports for and attending meetings.
8	Relevant School Business Management qualification.
9	Health and safety in the context of managing risk and writing assessments
10	Experience of supervising a team of people including managing workload, appraisal and meeting their development needs.

Desirable

1	Current or recent experience as a School Business Manager.
2	Experience of generating income/grant application processes
3	Experience of using SIMS and other IT systems to maintain pupil and staff records, run reports, analyse data and produce management information.
4	Experience of working in partnership and negotiating with some or all of the following: governors, staff, parents, pupils, other professionals and agencies, the community and the local authority.
5	Professional knowledge of the following disciplines - human resources, governance.
6	Devising and implementing policy/practices in specialist areas

