

Person Specification: School Business Manager

	Minimum Essential Requirements	Desirable	How Identified
Application	<ul style="list-style-type: none"> Fully supported by 2 references Well-structured supporting statement outlining skills, knowledge and expertise that has prepared the candidate for this post. High standard of presentation 		Application Supporting Statement
Qualifications	<ul style="list-style-type: none"> Level 4 or 5 School Business Management qualification such as CSBM/DSBM Grade C or above in GCSE English and mathematics A good standard of spoken English Willingness to participate in relevant training and development opportunities 	<ul style="list-style-type: none"> Business Management Degree or higher-level accountancy qualification Health & safety qualification such as IOSH managing safely of equivalent 	Application Interview Supporting Statement Certificates
Knowledge & Experience	<ul style="list-style-type: none"> Sound experience of strategic and operational management including risk management Significant experience of financial management in academies Experience of HR management Wide management experience of school administration, data and premises including planning, organising, directing and coordinating work of others. Maintaining a consistent and positive solution focused approach to problem solving A good understanding of School Premises Regulations 2012, risk management/assessment and Health & Safety legislation. Ability to develop and work within all relevant school policies and procedures, HSE legislation including compliance. Adaptable to change by adopting a flexible and cooperative approach 	<ul style="list-style-type: none"> Working in an educational setting Line-management responsibility for a variety of staff across pay scales and skill areas Contributing at a strategic level within senior leadership team of an organisation 	Application Interview Supporting Statement
Skills & Abilities	<ul style="list-style-type: none"> Ability to make strategic decisions and deliver value for money initiatives Act as project manager, leading on change initiatives Lead and manage the HR function of the academy Persuade, motivate, negotiate and influence others Excellent standards of literacy and numeracy with attention to detail Fluent with Microsoft Office, especially Outlook, Excel and Word 	<ul style="list-style-type: none"> Understanding of academy's core values and vision Competent in the use of SIMS or other MIS systems Competent in the use of Sage or alternative accounting packages 	Application Interview Supporting Statement

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	<ul style="list-style-type: none"> • Commitment to safeguarding • Excellent and effective communication/interpersonal skills 		
Personal qualities	<ul style="list-style-type: none"> • A strong moral purpose and sense of responsibility, professionalism. • Pleasant, polite and friendly manner • A leader who is adaptable, supportive and co-operative and who is fully committed to delivering high standards at all times • A strong commitment to professional development for themselves and others around them. • Being flexible, reliable and having a good measure of integrity whilst maintaining confidentiality • Ability to work outside normal academy hours in line with academy and community needs • A good health and attendance record • A willingness and desire to commit to the ethos, life, policies and practices of the school • Use of own vehicle and full clean driving licence 		Application Interview Supporting Statement
Safeguarding & Equal Opportunities	<ul style="list-style-type: none"> • Commitment to the protection and safeguarding of children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • A full acceptance of, and a commitment to, the principles of the academy's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the community • A full commitment to equal opportunities policies relating to gender, race and disability in an educational context 	<ul style="list-style-type: none"> • Has up to date knowledge of relevant legislation and guidance in relation to working with young people 	Application Interview