**Etherley Lane Nursery & Primary School Federation**

**School Business Manager Person Specification**

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|  | **Essential** | **Desirable** | **Evidence** |
| **Qualifications**  | * GCSE education to include English Language and Maths.
* Level 4 ILM Diploma for School Business Managers (Formally known as the CSBM) **OR** equivalent management/business related professional qualification
* Evidence of Continuing Professional Development.
 | * Member of National Association of School Business Management.
 | Certificates.Application form.Letter of application.Interview. |
| **Experience** | * Experience of managing all aspects business administration
* Managing budgets, financial reporting, procurement and fixed assets.
* Managing Health and Safety.
* Managing and leading teams and individuals
* Working effectively with internal and external partners
* Experience in the use of a variety of ICT packages.
 | * Leading and managing within an educational environment.
* Managing strategic financial plans Managing at senior management team level.
* Strategic decision making within a school.
* Developing and implementing robust auditable systems and procedures.
 | Application form.Letter of application.Interview. |
| **Knowledge and Skills** | * Financial management and accounting procedures
* Information management systems, preferably SIMS, ParentPay, Oracle
* Resource management and procurement
* Premises maintenance
* Awareness and understanding of safeguarding responsibilities of all adults who work with children
 | * School Financial Value Standard (SFVS)
* HR policies / codes of practice / legislation
* H&S policies / codes of practice / legislation
* Personnel procedures and employment legislation
 | Application form.Letter of application.Interview. |
| **Personal characteristics** | * Highly developed interpersonal skills.
* Emotional intelligence and good humour.
* Willingness, when necessary, to constructively challenge the work of self and others to continually improve performance.
* Ability to work under pressure and meet deadlines.
* Ability to train others and delegate tasks.
 |  | Application form.Letter of application.Interview. |