**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. |