**Person Specification - School Business Manager**

**Part A: Application Stage**

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

**Essential**

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| 1 | Experience of managing a business support service and contributing to its continuous improvement. |
| 2 | Experience of effective management of reporting and recording of finances, including budget planning, monitoring, control and communication of financial information for decision making. |
| 3 | Professional knowledge of one or more of the following disciplines: finance, procurement, premises management, health and safety, human resources, governance. |
| 4 | Experience of developing and improving business systems and processes to improve efficiency and standards of service including asset management planning, strategic capital planning, capital project. |
| 5 | Experience of delivering services that meet the needs of all stakeholders. |
| 6 | Relevant professional qualification. |
| 7 | Experience of marketing and communication in order to maximise income generation. |
| 8 | Experience of HR management including managing, supporting and developing staff to ensure delivery of the schools strategic priorities in line with the school improvement plan. |
| 9 | Experience of ensuring value for money to support education delivery within the context of regulatory frameworks and registration. |

**Desirable**

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| 10 | Relevant professional qualification for School Business Managers e.g. Level 4 Diploma in School Business Management (CSBM), Level 4 School Business Professional Apprenticeship. Evidence of positive engagement in own continuing professional development |
| 11 | Current or recent experience as a School Business Manager. |
| 12 | Experience of using MIS systems such as ARBOR and PSF, and other IT systems to maintain pupil and staff records, run reports, analyse data and produce management information |
| 13 | Experience of working in partnership with governors, staff, parents, carers, children, the community and the local authority. |

**Part B: Assessment Stage**

The essential criteria and the criteria below will be further explored at the assessment stage:

**Essential**

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| 1 | Can contribute to the development and delivery of the school’s strategic and operational priorities as a member of the Senior Leadership Team. |
| 2 | Able to work collaboratively within the school to achieve shared priorities. |
| 3 | Able to effectively develop, implement and evaluate a range of business support services that meets the needs of the school. |
| 4 | Committed to creating inclusive environments where all individuals are welcomed, respected, supported and valued to fully participate. |
| 5 | Develops operational plans and organises resources to enable priorities and objectives to be achieved. |
| 6 | Able to establish positive relationships with a range of stakeholders. |
| 7 | Able to successfully manage a small team and external contractors and suppliers to ensure the school is run effectively. |
| 8 | Effective written communication skills that demonstrate the ability to draft minutes, correspondence and reports and write grant applications/bids. |
| 9 | Developed numeracy and IT skills to analyse and interpret data (including financial/budget reports) and produce management information. |
| 10 | Effective verbal communication skills suitable for a range of audiences and able to influence and persuade others to adopt a particular course of action. |

The following methods of assessment will be used:

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| --- | --- | --- | --- |
| **Method** | Yes/No | **Method** | Yes/No |
| Interview | Yes | Presentation | No |
| Lesson Observation | No | Structured discussion with pupils | No |
| Budget Task | Yes | Other – Job Related Task | Yes |

**Part C: Additional Requirements**

The following criteria must be judged as satisfactory when pre-employment checks are completed:

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| 1 | Enhanced Certificate of Disclosure from the Disclosure and Barring Service |
| 2 | Additional criminal record checks if applicant has lived outside the UK |
| 3 | Barred List check |
| 4 | Right to Work Check |
| 5 | Medical clearance |
| 6 | Two references from current and previous employers (or education establishment if applicant not in employment) |