

Person Specification – School Business Manager – New Seaham Academy

Attributes	Essential	Desirable
Application Form and Supporting Letter	- Completed School Application Form - Fully supported in references - Well-structured supporting letter	
Qualifications	5 GCSE's or equivalent including English & Maths - Minimum Level 4 Diploma in School Business Management (or equivalent qualification and job role experience)	- Level 5+ in School Business Management or other relevant qualifications and/or experience - Willingness to undertake relevant and appropriate SBM continuous professional development.
Experience	- Experience of managing: Human Resources, Health & Safety & risk management, facilities and property. - Experience in an office environment - Experience of leading all aspects of financial planning - Experience of GDPR - Experience of using a range of computer systems - Experience of line management - Experience of implementing systems - Experience of working within a team	- Knowledge of administrative procedures in a school setting. - Experience of writing and reviewing policies.
Professional Development	Commitment to ongoing professional development	Attendance at relevant courses
Skills and Knowledge	- Good ICT skills - Numerate	- Knowledge of SIMs - Confidence and ability in writing and presenting reports

	• Good organisational skills • Accurate and consistent • Ability to work to deadlines • Excellent spoken and written communication skills and strong interpersonal skills • A high level of discretion • Ability to produce accurate written documentation	
Personal Qualities	• Able to communicate with a wide range of people (face to face, telephone, written) • Able to prioritise own workload and meet deadlines • Able to work flexibly to meet the needs of the service • Ability to use own initiative • Ability to work as part of a team • Confidence in being a critical friend to the Head teacher	