

## **Person Specification: School Business Manager**

	Minimum Essential Requirements	Desirable	How Identified
Application	<ul> <li>Fully supported by 2 references</li> <li>Well-structured supporting statement outlining skills, knowledge and expertise that has prepared the candidate for this post.</li> <li>High standard of presentation</li> </ul>		Application Supporting Statement
Qualifications	<ul> <li>Level 4 or 5 School Business Management qualification such as CSBM/DSBM</li> <li>Grade C or above in GCSE English and mathematics</li> <li>A good standard of spoken English</li> <li>Willingness to participate in relevant training and development opportunities</li> </ul>	<ul> <li>Business Management Degree or higher-level accountancy qualification</li> <li>Health &amp; safety qualification such as IOSH managing safely of equivalent</li> </ul>	Application Interview Supporting Statement Certificates
Knowledge & Experience	<ul> <li>Sound experience of strategic and operational management including risk management</li> <li>Significant experience of financial management in academies</li> <li>Experience of HR management</li> <li>Wide management experience of school administration, data and premises including planning, organising, directing and coordinating work of others.</li> <li>Maintaining a consistent and positive solution focused approach to problem solving</li> <li>A good understanding of School Premises Regulations 2012, risk management/assessment and Health &amp; Safety legislation.</li> <li>Ability to develop and work within all relevant school policies and procedures, HSE legislation including compliance.</li> <li>Adaptable to change by adopting a flexible and cooperative approach</li> </ul>	<ul> <li>Working in an educational setting</li> <li>Line-management responsibility for a variety of staff across pay scales and skill areas</li> <li>Contributing at a strategic level within senior leadership team of an organisation</li> </ul>	Application Interview Supporting Statement
Skills & Abilities	<ul> <li>Ability to make strategic decisions and deliver value for money initiatives</li> <li>Act as project manager, leading on change initiatives</li> <li>Lead and manage the HR function of the academy</li> <li>Persuade, motivate, negotiate and influence others</li> <li>Excellent standards of literacy and numeracy with attention to detail</li> <li>Fluent with Microsoft Office, especially Outlook, Excel and Word</li> </ul>	<ul> <li>Understanding of academy's core values and vision</li> <li>Competent in the use of SIMS or other MIS systems</li> <li>Competent in the use of Sage or alternative accounting packages</li> </ul>	Application Interview Supporting Statement



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	Commitment to safeguarding		
	Excellent and effective communication/interpersonal skills		
Personal	A strong moral purpose and sense of responsibility, professionalism.		Application
qualities	Pleasant, polite and friendly manner		Interview
	A leader who is adaptable, supportive and co-operative and who is fully		Supporting Statement
	committed to delivering high standards at all times		
	A strong commitment to professional development for themselves and		
	others around them.		
	<ul> <li>Being flexible, reliable and having a good measure of integrity whilst maintaining confidentiality</li> </ul>		
	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		
Safeguarding &	Commitment to the protection and safeguarding of children and young	Has up to date knowledge of	Application
Equal	people	relevant legislation and guidance	Interview
Opportunities	Ability to form and maintain appropriate relationships and personal	in relation to working with young	
	boundaries with children and young people	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		