



Person Specification – School Business Manager

	Essential	Desirable	Assessed A = Application I = Interview R = References
Qualifications, education and training	<ul style="list-style-type: none"> GCSE education to include English Language and mathematics at grade C or above Record of continuing professional development 	<ul style="list-style-type: none"> Completed (or working towards qualification in School Business Management 	A
Experience	<ul style="list-style-type: none"> Working in a busy office environment in an educational setting Financial administration including, purchasing, managing budgets, financial reporting, procurement, analysing data, investigating discrepancies, cash handling and banking Human resource administration 	<ul style="list-style-type: none"> Managing strategic financial plans Managing and leading teams/appraisal Managing contracts Managing financial bidding systems 	A,I,R
Knowledge	<ul style="list-style-type: none"> Safeguarding responsibilities Financial management and accounting procedures Information management systems (SIMS/FMS) School Financial Value Standard Resource management and procurement HR procedures and policies Confidentiality 	<ul style="list-style-type: none"> Premises management Health and safety systems 	A,I
Skills	<ul style="list-style-type: none"> Excellent written and oral communication 		A,I,R

	<ul style="list-style-type: none"> • Excellent analytical skills to support the drive for school improvement • High level IT • Lead others and work successfully as part of a team • Use initiative, prioritise and work under pressure • Deal positively, professionally and sensitively with staff, parents and children • Support professional development of colleagues 		
Personal Qualities	<ul style="list-style-type: none"> • Positive, problem solving outlook • Friendly and welcoming • Flexible, sensitive and tactful • Commitment to be the best that you can be 		A,I,R