

Business Manager – Person Specification



Quality of the Successful Candidate	Essential	Desirable	Assessed at...
To be educated to degree level (or equivalent).	✓		A
To have a certificate in School Business Management (CSBM) or an equivalent, relevant professional qualification in financial management/HR.		✓	A
To possess experience at Senior Level in Education or in Financial Management, with a track record of delivering strategic goals.	✓		A/I
To understand and demonstrate very good knowledge of appropriate financial and monitoring systems.	✓		A/I
Already have (or be willing to study for) a diploma in School Business Management (DSBM) – or qualification at a similar level.	✓		A
To be able to demonstrate excellent financial and accounting skills, while having an understanding of funding systems and DFE guidance.	✓		A/I
To have a working knowledge of SIMS FMS6 or similar packages.	✓		A/I
To be able generate income and represent the school on or off site while having an understanding of the importance of the school within the community.	✓		A/I
To have a current knowledge of site maintenance and development issues and appropriate knowledge of Health and Safety requirements, while having a working understanding of risk assessment techniques.	✓		A/I
To be able to demonstrate a working knowledge of HR and Employment Law	✓		A/I

Quality of the Successful Candidate	Essential	Desirable	Assessed at...
To possess excellent analytical skills, being able to collect, analyse, interpret and simplify and present the kinds of complex data systems used to track pupil progress.	✓		A/I
To understand the curricular, qualification and assessment systems of English high schools.	✓		A/I
To be confident and competent in maintaining and updating complex systems of data, while thinking creatively and proactively about how data use can be further deployed across the school.	✓		A/I
To be able to use initiative, & have well developed, incisive analytical and problem solving skills, and be an effective project manager, while also managing staff & contractors at all levels	✓		A/I
To have excellent communication skills: written and oral, and in I.C.T. (including considerable competence and confidence in the use of word-processing, spreadsheets, databases etc.). Experience of taking minutes.	✓		A/I
To be well organised and have good interpersonal skills, being reliable, honest, trustworthy and discreet, while being capable of handling confidential information, maintaining that confidentiality and being able to resolve conflict with equanimity.	✓		A/I
To be a confident leader, able to work as part of a team or independently, being hard working and emotionally resilient, able to work under pressure, prioritise and be flexible in ensuring deadlines can be met.	✓		A/I
To be able to understand and be committed to equal opportunities for all members of the school community, while having a willingness to participate in and promote further training and ongoing CPD.	✓		A/I
To be fully supportive of the school's Christian and Catholic ethos.	✓		I
To be a practising Catholic.		✓	A/I