



LEGH VALE PRIMARY SCHOOL

Person Specification for School Business Manager

PLEASE DENOTE

E = Essential

D = Desirable

Key:

AF Application From

I Interview

R Reference

Qualifications, Training and Professional Experience

• Certificate of School Business Management (CMBS) or equivalent	D	AF
• Willingness to obtain Certificate of School Business Management	E	AF
• Diploma of School Business Management (DMBS)	D	AF
• Previous experience in financial administration, including financial monitoring and budget management, analyzing data, investigating discrepancies, financial reporting, cash handling and banking	E	AF, R, I
• Financial management experience in an educational setting	D	AF, R
• Administrative experience in an educational setting	D	AF, R
• PA experience	D	AF, R
• Proven Management experience of leading, managing and developing other support staff	E	AF, R, I
• Management of contracts and/or financial bidding systems	D	AF, R, I
• Experience of using data input systems	E	AF, R, I
• Experience of using purchasing systems	E	AF, R, I
• Experience of child protection procedures and commitment to safeguarding pupils	D	AF, I
• Evidence of participation in professional development or study	D	AF, I

Knowledge and Understanding

• Financial acumen and ability to implement sound financial working practices	E	AF, R, I
• Knowledge of financial, personnel and safeguarding regulations and procedures	E	AF, R, I
• Understands the educational legislation and its impact on schools	D	AF, R, I
• Understands and values the processes of planning, monitoring and evaluation as an aid to efficiency savings	E	AF, R, I
• Understands the confidential nature of the post	E	AF, R, I

Skills and Ability		
• Excellent Numeracy Skills	E	AF, R, I
• Excellent written and oral communication skills	E	AF, I
• Excellent ICT Skill	E	AF, R, I
• Effective use of ICT in management and data handling (SIMS, Word, Excel etc.)	E	AF, R, I
• Excellent data analysis skill levels	E	AF, R, I
• Ability to contribute to the Senior Leadership Team and to think strategically	E	AF, R, I
• The ability to manage the school budget both on a strategic and day to day level	E	AF, R, I
• Ability to organize, lead and work with a professional team and to develop and promote the school's ethos and values, being a professional role model to the school community	E	AF, R, I
• Excellent interpersonal skills - evidence of ability to establish effective working relationships	E	AF, R, I
• The ability to support colleagues professional development	E	AF, I
• The experience and ability to deal positively with staff, children and parents	E	AF, R, I
• Excellent organizational and time management skills	E	AF, R, I
• Ability to be proactive and able to work under own initiative, independently and within a team	E	AF, R, I
• Ability to complete and prioritise a number of tasks at any one time in a busy office environment	E	AF, I
• Evidence of a commitment to an equal opportunities policy	E	AF, I
Personal Qualities		
• An ability to establish and develop positive relationships throughout the school	E	AF, R, I
• Friendly and welcoming to all students, staff, visitors and partners	E	AF, R, I
• Be enthusiastic and determined, positive, dedicated and trustworthy	E	AF, R, I
• Able to work under pressure and recognize and manage stress	E	AF, I
• Have flexibility, sensitivity and tact	E	AF, I
• To have a sense of humour	E	AF, R, I
• Commitment both to improving own practice/knowledge through self-evaluation and learning from others and to ongoing and professional development	E	AF, I