

Rectory CE Primary School - Person Specification – School Business Manager



	Essential	Desirable	A=application R=reference I=interview C=certificate
Qualifications	<ul style="list-style-type: none"> • GCSE education to include English Language and Maths (or equivalent) • Record of Continuing Professional Development 	Completed Business Degree or qualification in School Business Management DSBM/CSBM	A C
Experience	<ul style="list-style-type: none"> • Managing strategic financial plans • Managing budgets, financial reporting, procurement and fixed assets • Financial analysis and reporting • Managing and leading teams • Working effectively with internal and external partners • Proven experience in a school or business setting 	<ul style="list-style-type: none"> • Working in a strategic role in public or educational sector • Project management • Managing at a senior level • Experience of leading performance management of staff • Managing H&S 	A R I
Knowledge	<ul style="list-style-type: none"> • Financial management and accounting procedures • Schools Financial Value Standard (SFVS) • Indepth knowledge of Information management systems (SIMS/FMS) • HR policies/codes of practice/legislation • H&S policies/codes of practice/legislation • Resource management and procurement • Premises maintenance • Personnel procedures and employment legislation • An awareness and understanding of safeguarding responsibilities of all adults who work with children • Good understanding of the principles of Best Value as applied within a publicly accountable organisation 	<ul style="list-style-type: none"> • School financial management and accounting 	A R I
Skills	<ul style="list-style-type: none"> • High level IT, literacy and numeracy skills • Excellent analytical skills to support the drive for school improvement • Ability to use initiative, prioritise, meet deadlines • Excellent interpersonal skills • Effective communicator and presenter – orally and in writing • Ability to communicate effectively with a wide range of people • Ability to lead and also to work as part of a team • Ability to maintain a positive and professional demeanour • Ability to show sensitivity and 		A R I C

	objectivity in dealing with confidential issues		
General	<ul style="list-style-type: none">• Demonstrate a commitment to the school vision, aims and ethos, its community and the school improvement agenda• Commitment to equal opportunities		A I