



BLEAK HILL 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 (CSBM) or equivalent	D	AF
❖ Willingness to obtain Certificate of School Business Management	E	AF
❖ Diploma of School Business Management (DSBM)	D	AF
❖ 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
❖ 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
❖ Knowledge and understanding of the Teaching School Initiative	D	AF, 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 Skills	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 and associated budgets both on a strategic and day to day level	E	AF, R, I
❖ Ability to organise, 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 organisational 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