



## School Business Manager Person Specification

| CRITERIA                           | QUALITIES   |
|------------------------------------|---|
| <b>Qualifications and training</b> | <ul style="list-style-type: none"><li>➤ A degree or other relevant qualification - ideally in accountancy, business management or a related discipline</li><li>➤ Evidence of continuing professional development</li></ul>  |
| <b>Experience</b>                  | <ul style="list-style-type: none"><li>➤ Successful leadership and management experience in a school, or in a relevant field outside education</li><li>➤ Involvement in self-evaluation and improvement planning</li><li>➤ Line management experience</li><li>➤ Contributing to staff development</li><li>➤ Working with children, young people and families</li><li>➤ Working with a range of external corporate and government agencies</li></ul>  |
| <b>Skills and knowledge</b>        | <ul style="list-style-type: none"><li>➤ Expert knowledge of financial management</li><li>➤ Excellent attention to detail</li><li>➤ Previous use of financial, communication and MIS systems</li><li>➤ Effective communication and interpersonal skills</li><li>➤ Ability to communicate a vision and inspire others</li><li>➤ Ability to build effective working relationships with staff and other stakeholders</li><li>➤ Able to hold others to account and provide guidance and support when needed</li><li>➤ Understanding of data protection and confidentiality</li><li>➤ Understanding of HR and health and safety</li></ul> |
| <b>Personal qualities</b>          | <ul style="list-style-type: none"><li>➤ Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils</li><li>➤ Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school</li><li>➤ Ability to work under pressure and prioritise effectively</li><li>➤ Commitment to maintaining confidentiality at all times</li><li>➤ Commitment to safeguarding and equality</li><li>➤ Embraces change well</li><li>➤ Deals with difficult situations effectively</li></ul>  |