**PERSON SPECIFICATION – SCHOOL BUSINESS MANAGER**

*Source: A = Application form C = Certificates I = Interview R = References*

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|  | **Essential** | **Desirable** | **Source** |
| **Qualifications** | | | |
| Professional qualification in Finance or Accounting e.g. CSBM, DSBM, AAT or ACCA |  | ■ | A, C |
| Educated to degree level in a relevant industry qualification | ■ |  | A, C |
| **Professional Development** | | | |
| Evidence of continuing professional development (CPD) | ■ |  | A, I |
| **Experience and Knowledge** | | | |
| Experience of working at a senior strategic level within an organisation such as a school | ■ |  | A, I, R |
| Possession of a detailed and up-to-date knowledge of financial planning and budgetary control | ■ |  | A, I |
| Experience in practical aspects of business planning and organisational management | ■ |  | A, I, R |
| Can demonstrate substantial experience of leading and managing people in multidisciplinary teams | ■ |  | A, I, R |
| Detailed understanding of health & safety requirements in a school environment |  | ■ | A, C, I, R |
| Knowledge of facilities and premises management | ■ |  | A, I, R |
| Excellent ICT skills including MS Excel | ■ |  | A, C, I, R |
| A high-level of business acumen and the capacity to shape the role | ■ |  | A, I, R |
| **Professional Skills** | | | |
| Be able to think on your feet, react quickly and effectively in sensitive situations | ■ |  | A, I, R |
| Use your initiative on a continuous basis to communicate confidently and effectively with all stakeholders | ■ |  | A, I, R |
| Ability to multi task, work under pressure and handle a diverse workload | ■ |  | A, I, R |
| Ability to create reports to monitor KPI’s | ■ |  | A, I, R |
| Skilled in the presentation of documents for professional audiences | ■ |  | A, I, R |
| Understanding of GDPR and confidentiality | ■ |  | A, I |
| **Personal Qualities** | | | |
| Promote the school’s strong educational philosophy and values | ■ |  | A, I |
| The ability to show enterprise, creativity and initiative in advising the Headteacher | ■ |  | A, I, R |
| Inspire, challenge and motivate and empower teams and individuals to achieve high goals | ■ |  | A, I |
| Strong team player who contributes to the wider development of the school positively and collaboratively | ■ |  | A,I,R |
| Communicate clearly and effectively both orally and in writing | ■ |  | A, I |
| Build and maintain quality relationships through interpersonal skills and effective communication | ■ |  | A, I |
| Demonstrate personal and professional integrity, including modelling values and vision | ■ |  | A, I, R |
| Manage and resolve conflict appropriately | ■ |  | A, I, R |
| Prioritise, plan and organise yourself | ■ |  | A,I |
| Think analytically and creatively and demonstrate initiative in solving problems | ■ |  | A,I |
| Be aware of own strengths and areas for development and listen to, and reflect constructively and act upon as appropriate feedback from others | ■ |  | A,I |
| Demonstrate a capacity for sustained hard work | ■ |  | I |
| Confident and effective when communicating at all levels and facilitating discussions with individuals and groups with patience and diplomacy | ■ |  | A, I, R |
| Commitment to safeguarding and promoting the welfare of children and young people | ■ |  | A,I |