

School Business Manager

Person Specification

Please ensure that you read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.

Criteria	Qualities
Qualifications	<ul style="list-style-type: none"> ➤ Educated to 'A Level' standard or able to evidence ability at an equivalent level. ➤ Professional business qualification to NVQ Level 4, or able to evidence knowledge and understanding of appropriate business disciplines.
Experience	<ul style="list-style-type: none"> ➤ Successful leadership and management experience. ➤ Involvement in self-evaluation and improvement planning. ➤ Line management experience.
Skills and knowledge	<ul style="list-style-type: none"> ➤ Knowledge of financial management. ➤ Excellent attention to detail. ➤ Competence in use of IT. ➤ Effective communication and interpersonal skills. ➤ Ability to communicate a vision and inspire others. ➤ Ability to build effective working relationships with staff and other stakeholders. ➤ Knowledge of FMS and SIMS desirable.
Personal Qualities	<ul style="list-style-type: none"> ➤ Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils. ➤ Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school. ➤ Ability to work under pressure and prioritise effectively. ➤ Commitment to maintaining confidentiality at all times. ➤ Commitment to safeguarding and equality. ➤ Flexible attitude. ➤ A caring and approachable manner, who works well with others.
Special Factors	<ul style="list-style-type: none"> ➤ Prepared to attend evening meetings as required. ➤ Driving license to attend off-site meetings is desirable.