

Job Title:	School Business Manager
Post Ref No:	
Directorate:	Children and Young People
Division:	Schools
Grade:	HBC 6

MAIN PURPOSE OF THE JOB:

To organise, maintain and monitor the School's financial and human resources processes; to manage the office functions to ensure an effective service to the School. To line manage administrative and ancillary staff. To be responsible for the management of all disciplines of finance, personnel management, administration, training and development of staff and IT management and health and safety management. To provide support to the Headteacher and Governing Body on aspects of school business management. To ensure that the school makes the best possible uses of its resources, using value for money strategies. To oversee the effective risk management and the management of third party service contracts. To line manage administrative and ancillary staff.

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Education, Training and Qualifications	<ul style="list-style-type: none"> GCSEs (A-C), or equivalent, in English and Maths Commitment to complete the relevant School Business Management Diploma or equivalent. 	<ul style="list-style-type: none"> School Business Manager specific qualification i.e. DSBM, CSBM, or similar. Member of National Association of School Business Management 	<p>Application Form</p> <p>Reference</p> <p>Certificate</p>

	<ul style="list-style-type: none"> • Evidence of Continuing Professional Development 		
Experience	<ul style="list-style-type: none"> • Experience of working in a school or similar organisation • Managing strategic financial plans. • Managing budgets, financial reporting, procurement and fixed assets. • Administration of personnel documentation • Managing Health & Safety within a professional setting. • Managing individual and groups of staff • Obtaining contractual financial payments. • Experience of effectively using a range of specialist ICT Packages to support different office functions • Experience of a range of financial tasks and responsibilities including handling and accurately accounting for cash, budget planning, management and monitoring, and authorising payments committed to expenditures 	<ul style="list-style-type: none"> • Managing within an educational environment. • Managing at a Senior Management Team level. • Experience of the challenges of 'change' management • Delivering training to staff members and staff in other schools. • Line managing a Performance Development process with staff • Familiar with systems such as Agresso, SIMS, I Trent, I Want Finance 	Application Form Reference Interview
Skills, Knowledge and Abilities	<ul style="list-style-type: none"> • Able to deliver services and systems applicable for effective school management. • Able to understand national & regional educational services and deliver appropriate strategies. 	<ul style="list-style-type: none"> • Understand the needs of operational educational staff • Understanding of educational enterprise issues. • Understanding of promoting positive relationships with the wider school 	Application Form Reference Interview

	<ul style="list-style-type: none"> • Organisational skills to work under pressure to prioritise and re-prioritise own workload and that of the team to meet potentially conflicting deadlines • Analytical skills to be resourceful and solve varied problems, through using judgment to interpret information and situations • Able to strategically influence decision making within the school. • Excellent interpersonal skills used in collaborative relationships with families, students, staff, stakeholders and school visitors. • Able to use a range of ICT packages. • Knowledge of data protection, and information security and understanding why it is important to keep information confidential and secure within the school environment 	community.	
Other Requirements	<ul style="list-style-type: none"> • Ability to work under pressure and meet deadlines. • Highly motivated in advancing their own skills, understanding and professional qualifications and in sharing their expertise and new knowledge • Able to actively support, promote and encourage Brookvale Primary School's ethos, culture and values. 		Application Form Reference Interview