



Employee Specification Form

Post Number	
Job Title	Devonshire Park Primary School – School Business Manager
Department	
Prepared by and date	Ian Hunt, Headteacher 30/09/2025

Important – Study “Explanatory Notes” printed overleaf before completing form

Essential Personal Attributes	Stage Identified	Desirable Personal Attributes	Stage Identified
Qualifications & training: <ul style="list-style-type: none"> School Business Manager specific qualification i.e. DSBM, CSBM, ADSBM or MSc School Business Management or equivalent. Evidence of Continuing Professional Development. 	App App	<ul style="list-style-type: none"> Member of National Association of School Business Management. Recognised Management / Business degree, NVQ 4 or equivalent related professional qualification. 	App App
Experience <ul style="list-style-type: none"> Managing strategic financial plans. Managing budgets, financial reporting, procurement and fixed assets. Managing change projects. Managing teams. Managing Human Resources. Managing Health & Safety. Several years experience working in an office environment at senior level. 	App/Int App/Int App App App/Int App/Int App	<ul style="list-style-type: none"> Managing within an educational environment. Managing at a Senior Management/Leadership Team level. 	App/Int App/Int
Knowledge and skills <ul style="list-style-type: none"> Able to deliver services and systems applicable for effective school management. Able to deliver value for money initiatives. Able to understand national & regional educational services and deliver appropriate strategies. Able to lead teams and individuals. Able to strategically influence decision making within the school. Able to use a range of ICT packages. Excellent numeracy/literacy/ICT skills. Ability to interpret advice/statute and to devise policy/practice in the light of these. Ability to relate well to children and adults. Ability to persuade, motivate, negotiate and influence. 	App/Int App/Int App/Int App/Int App/Int App/Int App/Int App/Int	<ul style="list-style-type: none"> Understanding of educational enterprise issues. Understanding of promoting positive relationships with the wider school community. 	App/Int App/Int

<p>Special Requirements</p> <ul style="list-style-type: none"> • Commitment to the ethos and aims of Devonshire Park Primary • Commitment to equality and diversity. • Highly developed interpersonal skills including influencing skills. • Support the Headteacher in the management of change and improvement in pursuit of strategic objectives. • Prioritise, plan and organise direct and co-ordinate the work of others, build, support and work with high performing teams. • Work effectively as part of a team. • Willingness to constructively challenge the work of self and others to continually improve own and team performance. • Ability to work under pressure and meet deadlines. • Devolve responsibilities, delegate task and monitor practice to see that they are being carried out within set standards and provide a role model for pupils and staff. • Seek advice and support when necessary • Deal sensitively with people and resolve conflicts. 	App/Int	<ul style="list-style-type: none"> • Interest and willingness to be involved in extra curricular activities & workshops for parents. 	App/Int
--	---------	---	---------

Employee Specification Form

These notes should be studied carefully before completing the form overleaf.

List the personal attributes required to fulfil the duties listed in the job description.

They must be:

- set at a level appropriate to the work to be done and *not* higher than necessary
- stated clearly and specifically
- entirely job related

Essential or Desirable

- Essential

Those requirements without which a candidate would be simply unable to do the job.

Any candidate who does not meet the essential requirements must be rejected.

Examples could be the possession of current driving licence or relevant qualification.

- Desirable

Those requirements which are desirable, but not essential.

A candidate should not be rejected for failing to meet any single desirable requirement.

Examples for certain jobs could be local government experience or knowledge of new technology.

Personal Attributes

- Qualifications

What qualifications, if any, should the postholder possess?

To what level

- Experience

What experience, if any, is relevant?

- Knowledge and Skills

Is there any knowledge (other than that covered by qualifications listed) or skills which are relevant? What should the postholder be able to do?

Do not list attributes which cannot be measured, eg “pleasant personality”, “flexible outlook”. Identify only what the postholder needs to do that requires him/her to be pleasant and flexible. Is it that the person needs to communicate effectively with callers (pleasant) or will need to work flexible hours (flexible).

Try to specify the levels of skills that are required, eg if numeracy is specified as a requirement, you should indicate the levels of skill, ie keeping records of petty cash or able to control and monitor substantial budgets.

- Special Requirements

Are there any conditions of service which differ from the norm and with which the postholder must comply? eg live-in requirements, flexible working hours, weekend working.

Stage Identified

Indicate at which stage in the selection process the personal attribute is to be identified, eg application form, interview, tests, references, etc