

PERSON SPECIFICATION

Vacant Position: School Business Manager

<u>REQUIREMENTS</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>	<u>EVIDENCE</u>
QUALIFICATIONS and TRAINING	• GSCE education to include English Language and Maths (or equivalent) • Record of Continuing Professional Development	• Achieved School Business Manager qualification e.g. DSBM / CSBM	Application/ Interview
SAFEGUARDING	• Clear knowledge and understanding of current guidance on the safeguarding and wellbeing of children including adults who work with children	• Safeguarding Level 1	Application/ Interview
CHURCH SCHOOL DIMENSION	• Committed to supporting and promoting the Christian ethos and values of the school	• A practising Christian	Reference/ interview
INTERPERSONAL	• Cheerful, friendly, warm and approachable • Integrity, honesty, flexibility • Highly professional nature • Sense of humour		Application/ Interview
EXPERIENCE	• Preparing, managing budgets, financial analysis and reporting, procurement and fixed assets • Managing and leading teams • Working effectively with internal and external partners • Working within a school environment	• Project management • Experience of HR and performance management of staff • Managing Health & Safety • Applying for Early Years funding • Generating income (lettings, grant applications)	Application/ Interview/ Reference
KNOWLEDGE	• Financial management procedures • HR policies/best practice/legislation • Ensure the most effective use of resources to meet the school's needs • Resource management and procurement, best value • Premises maintenance • Good working knowledge of Microsoft Word and Excel	• School financial management • Schools Financial Value Standard (SFVS) • Unit 4 enterprise software • Information management systems including SIMS • Health and Safety legislation	Application/ Interview/ Reference
SKILLS	• Well organised and efficient, excellent attention to detail • Competent IT skills including website management • Ability to use initiative, prioritise work and meet deadlines • Excellent interpersonal skills • Effective communicator and presenter – orally and in writing • Analytical skills • Ability to lead and also to work as part of a team • A positive approach and remains calm under pressure • Ability to interact and engage effectively with all school stakeholders, including pupils, parents, staff and governors.	• Use of social media to promote school	