



## Person Specification: School Business Manager

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Recognised management/business degree or equivalent related professional qualification</li></ul>	<ul style="list-style-type: none"><li>• School Business Manager specific qualification i.e. DSBM, CSBM. ADSBM or Accountancy qualification</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Managing strategic financial plans</li><li>• Managing budgets, financial reporting, procurement and fixed assets</li><li>• Successful leadership and management experience in a school, or in a relevant field outside education</li><li>• Involvement in school self-evaluation and improvement planning</li><li>• Line management experience</li><li>• Experience of change management</li><li>• Contributing to staff development</li><li>• Knowledge of employment law, Local Government procedures &amp; Fund-raising methodology and Financial Regulations</li></ul>	<ul style="list-style-type: none"><li>• Managing within an educational environment</li><li>• Managing Human Resources</li><li>• Managing Health and Safety</li></ul>
<b>Skills and</b>	<ul style="list-style-type: none"><li>• Able to deliver services</li></ul>	<ul style="list-style-type: none"><li>• Understanding of</li></ul>



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<b>knowledge</b>	and systems applicable for effective school management <ul style="list-style-type: none"><li>• Able to deliver value for money initiatives</li><li>• Able to understand national &amp; regional educational services and deliver appropriate strategies</li><li>• Able to lead teams and individuals</li><li>• Able to strategically influence decision making within the school</li><li>• Able to use a range of ICT packages</li></ul>	educational enterprise issues <ul style="list-style-type: none"><li>• Understanding of promoting positive relationships with the wider school community</li></ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"><li>• Highly developed interpersonal skills including influencing skills</li><li>• Willingness to constructively challenge the work of self and others to continually improve own and team performance</li><li>• Ability to work under pressure and meet deadlines</li></ul>	