



Person Specification: School Business Manager

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Recognised management/ business degree or equivalent related professional qualification • Minimum GCSE (or equivalent) Maths and English at grade A-C 	<ul style="list-style-type: none"> • NVQ level 4 or equivalent qualification (e.g. CSBM) or evidence of equivalent knowledge & experience in a relevant discipline
Experience, knowledge and understanding	<ul style="list-style-type: none"> • Experience of working in a school environment • Supervisory or line management experience • Excellent ICT skills, including Microsoft office software • Experience of data input systems • An understanding of safeguarding issues relating to children and other stakeholders • Knowledge and awareness of the importance of confidentiality and GDPR compliance • Be aware of and comply with school policies and procedures (e.g. child protection, equal opportunities, health and safety, data protection, confidentiality, contracts) 	<ul style="list-style-type: none"> • Knowledge of specialist ICT packages, e.g. finance and SIMS • Experience of HR systems and processes



Skills	<ul style="list-style-type: none">• The ability to manage a school budget both on a strategic and day to day level• The ability to lead, organise and motivate a team• Effective use of ICT and ability to produce reports and data• An ability to use initiative and prioritise work• An ability to consult and share decision making with the senior leaders• Excellent organisational skills• Able to plan and develop systems• An ability to cope with pressure and an acceptance of working within an environment that has numerous interruptions and changing workload demands• High level of numeracy• Able to prioritise workloads and to meet deadlines, to a high level of accuracy• Ability to work using own initiative or as part of a team• Ability to work in partnership with all staff, governors and parents with resilience and enthusiasm	
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Personal characteristics	<ul style="list-style-type: none">• An ability to be aspirational for self and others in the organisation• The ability to establish and develop positive relationships throughout the school• To have a strong awareness of professionalism and confidentiality when dealing with all duties surrounding school working• Approachable, with good interpersonal skills• Adaptable and resourceful with a willingness to learn and adapt to new processes• Enthusiastic with a good sense of humour	
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