



Shirley Community Primary School & Pre-School

Person Specification

School Business Manager

Criteria	E	D	How Identified
<u>Qualifications</u> <ul style="list-style-type: none"> • Degree or equivalent (qualifications below degree level will be considered if applicants demonstrate solid experience and very strong evidence of continuing professional development) • Recognised school business manager qualification eg: Level 4/5 ILM Diploma • Diploma in Business Studies or accountancy qualification 	E		Application
		D	Application
		D	Application
<u>Leadership</u> <ul style="list-style-type: none"> • Support the Headteacher in the management of change and improvement in pursuit of strategic objectives • Identify and consider options and make recommendations based on evidence • Use resources and information to overcome obstacles and find solutions • Prioritise, plan, organise, direct and co-ordinate the work of others • Build, support and work with high performing teams • Work successfully as part of a team • Devolve responsibilities, delegate tasks and monitor practice to see that they are carried out • Line Manage staff and hold them to account to achieve wider school improvement • Seek advice and support when necessary • Deal sensitively with people and resolve conflicts 	E		Application
	E		Application/Interview
	E		Application/Interview
	E		Application
	E		Application
	E		Interview
	E		Application/Interview
	E		Interview
	E		Interview
	E		Application/Interview

<p><u>Skills</u></p> <ul style="list-style-type: none"> • Excellent communication and interpersonal skills • Ability to work independently demonstrating initiative and proactivity • Ability to work in an organised and methodical manner • Ability to develop and maintain efficient record keeping systems • Ability to produce accurate records and reports as required • Ability to communicate with a wide range of audiences, including other employees within the school, governors, parents, LA Officers, contractors, suppliers and other businesses • Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date • Ability to show sensitivity and objectivity in dealing with confidential issues • Ability to negotiate best value • Ability to problem solve • Receptive to new ideas, approaches and challenges 	<p>E E E E E E E E E E E E</p>		<p>Interview Interview Interview Interview Interview Interview Application/Interview Interview Interview Interview Interview</p>
<p><u>Experience</u></p> <ul style="list-style-type: none"> • Experience of strategic financial planning, budget monitoring and account reconciliation • Significant experience of producing a variety of financial reports • Management of teams and change projects 	<p>E E E</p>		<p>Application Application/Interview Application</p>
<p><u>Knowledge</u></p> <ul style="list-style-type: none"> • Very good knowledge of the financial workings of a school or similar organisation • Very good knowledge of budget management and accounting techniques • Very good knowledge of a range of computer applications including financial management systems 	<p>E E E</p>		<p>Application Application/Interview Application/Interview</p>
<p><u>General</u></p> <ul style="list-style-type: none"> • Commitment to high standards of customer service • Commitment to equality and diversity • Commitment to own continuing professional development 	<p>E E E</p>		<p>Interview Interview Application</p>

<p><u>Safeguarding</u></p> <ul style="list-style-type: none"> • Ability to safeguard and promote the welfare of children and young people • Appreciation of the significance of safeguarding for all individual children and young people whatever their life circumstances • Very good understanding of the safeguarding agenda • Can demonstrate clear ability to contribute towards a safe environment • Shows a personal commitment to safeguarding 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>		<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>
<p><u>Personal Attributes</u></p> <ul style="list-style-type: none"> • Energy, enthusiasm and dedication to the role • Ability to deal with sensitive issues in a professional manner • Ability to effectively address challenging issues with clarity of purpose and diplomacy • Integrity and loyalty • Reflective practitioner who can review and amend their own practice as part of their continual professional development • ‘Can do’ person who enjoys the challenge and excitement of education in 2021 • Good sense of humour 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>		<p>Application/Interview</p> <p>Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application</p> <p>Interview</p>