

PERSON SPECIFICATION

POST TITLE: SCHOOL BUSINESS MANAGER

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Experience	<p>A minimum of 3 years relevant experience. Proven experience of strategic planning, budget monitoring, cash management and procurement. Experience of IT and MIS programmes. Line Management experience. Working with changing priorities and proven ability to handle a range of situations. Experience of successfully networking and building relationships with other organisations or institutions.</p>	<p>Successful leadership and management experience in a school, or in a relevant field outside education. Experience of using Access, Arbor, Integris or equivalent. Involvement in year-end accounts production. Experience of payroll administration and processes. Experience of managing H&S/Premises Maintenance. Experience of safer recruitment. Experience of service contract management. Experience of staff recruitment, employment contracts, induction and appraisals.</p>	<p>Application Form Certificates References Interview</p>
Leadership	<p>Ability to support and demonstrate commitment to the vision for the further development and improvement of the Academy. Able to support the Principal, SLT and Governors in the management of change and improvement in pursuit of strategic objectives. Ability to devolve responsibilities, delegate tasks and monitor practice to see that they are carried out, set standards and provide a role model for others. Able to present information clearly to a wide range of audiences. Deal sensitively with people and resolve conflicts.</p>	<p>Experience of working with Senior Leaders and a Governing Body.</p>	



<p>Qualifications & Training</p>	<p>GCSE English and Maths or equivalent Grade A to C.</p>	<p>Business or Administration or School Business Manager qualification e.g. CSBM/DSBM or equivalent.</p>	<p>Application Form Certificates References Interview</p>
<p>Knowledge and Skills</p>	<p>Have excellent organisational and planning skills with the ability to prioritise, work independently and demonstrate initiative. Able to evaluate current systems and modify and enhance their effectiveness. An awareness and understanding of safeguarding responsibilities of all adults who work with children. Ability to develop and maintain efficient record keeping/management information systems, providing accurate records and reports as required that inform non-specialists. Ability to communicate with and build relationships with a wide range of audiences, including other employees within the school, governors, parents, LA and other stakeholders. Ability to lead and manage staff effectively and sensitively and to lead by example. Ability to negotiate best value. Ability to manage projects from inception to completion, meeting deadlines. Ability to work to tight deadlines and problem solve. Excellent attention to detail.</p>	<p>Website content management. Working knowledge of Access accounting or similar school accounts system. Intermediate excel.</p>	<p>Application Form References Interview</p>
<p>Initiative & Circumstances</p>	<p>Receptive to new ideas, approaches and challenges. Demonstrate a commitment to the Academy's/Trust vision, aims and ethos, its community and the school improvement agenda. Complete confidentiality, discretion and tact.</p>		<p>Application Form References Interview</p>



	<p>Calm and able to respond to the changing demands of school and school life. Flexible and willing to adapt to changing circumstances. Able to attend evening meetings as required. Good listening and communication skills both written and verbal. Willingness to constructively challenge the work of self and others to continually improve own and team performance. To be prepared to work and/or assist at other academy offices short-term to assist staff absence/training needs.</p>		
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