

|  |  |  |
| --- | --- | --- |
| **Person Specification – School Business Manager** | | |
| **To be identified on application form** |  |  |
|  | **Essential** | **Desirable** |
| **Qualifications and Knowledge/Skills** |  |  |
| GCSE English and Maths A-C or equivalent | √ |  |
| Level 4 Diploma in School Business Management (formerly CSBM) | √ |  |
| Level 5 Diploma in School Business Management (formerly DSBM) |  | √ |
| Evidence of personal commitment to professional development | √ |  |
| A commitment to their own personal development and a willingness to undertake further training as required | √ |  |
| A thorough knowledge of financial management and associated systems | √ |  |
| A knowledge and understanding of the role of the school business manager | √ |  |
| Managing a budget and utilising a range of financial systems and controls | √ |  |
| Leading others | √ |  |
| Dealing with HR issues |  | √ |
| Premises Management and Health & Safety compliance | √ |  |
| Working under pressure | √ |  |
| The need to be flexible in the workplace | √ |  |
| Adhering to tight deadlines | √ |  |
| **Experience and Attributes** |  |  |
| Leads by example, with integrity, positivity, creativity, and can inspire others. | √ |  |
| Distributes good working practices | √ |  |
| Strives to provide the very best for each student | √ |  |
| Excellent communication skills | √ |  |
| Can identify strategic priorities which would support both staff and students to succeed, putting them into practice after careful consideration | √ |  |
| A high level of emotional intelligence | √ |  |
| Ability to work as part of a team | √ |  |
| Experience of working in a school | √ |  |
| **To be identified at interview** | | |
| **Personal characteristics** |  |  |
| Committed | √ |  |
| Approachable | √ |  |
| Enthusiastic | √ |  |
| Resilient | √ |  |
| Honest and Ethical | √ |  |
| Well-organised and Resourceful | √ |  |
| Patient and Empathetic | √ |  |
| **Application Form** | √ |  |
| Application Form should contain accurate information only.  Please tell us why you have applied for this post and how your skills and attributes will have an impact on the young people in our school | √ |  |