

# Lancashire County Council



Person specification form		
<b>Job title:</b> Business Manager 2	<b>Grade:</b> Grade 9	
<b>Directorate:</b> Children and Young People - Schools	<b>Post number:</b>	
<b>Establishment or team:</b> Hillside Specialist School & College		
Requirements (based on the job description)	Essential (E) or Desirable (D)	To be identified by: application form (AF), interview (I), reference (R) or other (give details)
<b>Qualifications</b>		
GCSE English and Maths A-C or equivalent	E	AF/I
Level 4 Certificate in School Business Management (CSBM)	E	AF/I
Level 5 Diploma in School Business Management (DSBM)	D	AF/I
Higher Qualifications in relevant subject eg Degree	D	AF/I
<b>Experience/ Knowledge</b>		
Finance and budget management inc Monitoring and reporting, Financial Year end, outturn, SFVS – Financial competencies, systems and control measures, Benchmarking, Unofficial school fund, online payment systems	E	AF/I/R
Premises Management and Health & Safety Compliance	E	AF/I/R
Management of Contractors	E	AF/I/R
HR/Personnel and Payroll Management	E	AF/I/R
GDPR and Data Protection Management	E	AF/I/R
School Administration systems and practises inc Microsoft packages Teams, Office 365 etc. (FMS & Arbor an advantage)	E	AF/I/R
Effectively leading and managing staff teams	E	AF/I/R
Meeting and adhering to statutory deadlines inc DfE, LA, Local Government	E	AF/I/R
Working within school policies and procedures	E	AF/I/R
Promoting positive relationships with all stakeholders	E	AF/I/R
Marketing and promotion inc website and social media	E	AF/I/R
Being part of or contributing to the Senior Leadership Team	D	AF/I/R
Identifying and implementing strategic priorities	D	AF/I/R
Generating income including preparation of and submission of bids	D	AF/I/R
Asset management and Disaster recovery planning	D	AF/I/R
IT systems inc licensing, procurement, cyber security	D	AF/I/R

Personal characteristics and attributes		
Ability to work within a pressured environment	E	AF/I/R
Excellent communication skills both verbal and written	E	AF/I/R
Approachability with patience and empathy for others	E	AF/I/R
Effective prioritisation and organisational skills	E	AF/I/R
Flexibility and adaptability	E	AF/I/R
Other (including special requirements)		
1. Commitment to safeguarding and protecting the welfare of children and young people	E	I
2. Commitment to equality and diversity	E	I
3. Commitment to health and safety	E	I
4. Commitment to sustaining regular attendance at work	E	R
5. Commitment to confidentiality	E	I
Prepared by: Headteacher	Date: 23 April 2024	
Note: We will always consider your references before confirming a job offer in writing.		