

Sherwood Primary School

Person specification form		
Job title: School Business Manager	Grade: 9	
Directorate: Children and Young People - Schools		
Establishment or team: Sherwood Primary School		
Requirements (based on the job description)	Essential (E) or Desirable (D)	To be identified by: application form (AF), interview (I), test (T), reference (R)
Qualifications		
5 GCSEs including Maths and English Grade C or above	E	AF
Degree	D	AF
School Business Manager specific qualification i.e. DSBM, CSBM or relevant finance qualification or willingness to undertake	E	AF
Accountancy experience/ qualification	D	AF
Evidence of Continuing Professional Development	E	AF
Experience		
Experience of working within an office environment	E	AF/I
Experience of Strategic Planning linked to financial management.	E	AF/I
Experience of managing Health & Safety and HR Processes/systems	E	AF/I
Experience of developing effective administrative systems and procedures	E	AF/I
Experience of relevant financial management, managing budgets, financial reporting, procurement and fixed assets	E	AF/I
Experience of managing staff teams, including their professional development and performance	D	AF/I
Experience in managing Premises and Health & Safety	D	AF/I
Experience in marketing and revenue generation	D	AF/I
Experience of supporting Committees/Governing Body	D	AF/I
Experience of working in a primary school setting	D	AF/I
Experience of line managing staff	E	AF/I
Knowledge, Skills and Abilities		
Ability to deliver services and systems applicable for effective school management	E	AF/I
Ability to promote positive relationships with the wider school community	E	AF/I
Excellent organisational, planning and analytical skills	E	AF/I

Ability to devolve responsibilities, delegate tasks and monitor	E	AF/I
Experience in the use of IT based management information and SIMS/FMS	E	AF
Ability to lead teams and individuals.	E	AF
Secure knowledge of financial standards, and financial procedures and regulations in schools.	D	AF
Ability to be flexible and able to respond to the unexpected in a calm and reassuring manner.	E	AF
Knowledge, understanding and interpretation of statistical data	D	AF
Ability to maintain strict confidentiality at all times	E	AF/I
Commitment to safeguarding & protecting the welfare of children & young people	E	AF/I
Advanced use of Microsoft Office	E	AF/I
Personal Qualities		
Highly developed interpersonal skills	E	I
Committed to the development of the school	E	I
Able to work under pressure	E	I
Willingness to constructively challenge the work of self and others to continually improve own and team performance.		
Flexible, approachable and able to work as part of the whole school team	E	I
Resilient, reliable and enthusiastic	E	I
Committed to own professional development	E	I
Other		
Commitment to safeguarding and protecting the welfare of children and young people	E	I
Commitment to sustaining regular attendance at work	E	R
Commitment to equality and diversity	E	I
Commitment to health and safety	E	I
Committed to the professional development of colleagues and self.	E	I
Prepared by: J Lumb	Date:	03/03/2025
Note: We will always consider your references before confirming a job offer in writing. References will be sought in advance of your interview.		