

***‘Bringing out the Best in Each and Every Child’***

## Person Specification – School Business Manager (Grade 8)

### Qualifications & Training

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| --- | --- | --- |
| Requirement | Essential (E) / Desirable (D) | Assessed by: |
| GCSE (or equivalent) in English and Maths (Grades A\*–C | E | Application |
| Level 4 qualification in a relevant field (e.g. Business Administration, Finance) | D | Application |
| Working towards or holding the Certificate in School Business Management (CSBM) | D | Application / Interview |
| Relevant degree or higher qualification | D | Application |
| Evidence of continuing professional development | E | Application / Interview |

### Experience

|  |  |  |
| --- | --- | --- |
| Requirement | Essential (E) / Desirable (D) | Assessed by: |
| Experience in finance or business administration | E | Application / Interview |
| Budget management, financial planning, monitoring and reporting | E | Application / Interview |
| Line management of support staff | D | Application / Interview |
| HR/personnel administration | E | Application / Interview |
| Experience of working within a school or educational setting | E | Application / Interview |
| Facilities and premises management, including contractors | D | Application / Interview |
| Marketing, promotion, and income generation | D | Application / Interview |
| Preparing and submitting funding bids | D | Application / Interview |

### Knowledge & Skills

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| --- | --- | --- |
| Requirement | Essential (E) / Desirable (D) | Assessed by: |
| Strong IT skills including Microsoft Office and finance systems | E | Application / Interview |
| Knowledge of GDPR and data protection principles | E | Application / Interview |
| Understanding of health & safety procedures and risk assessments | E | Application / Interview |
| Knowledge of school procurement procedures and best value principles | E | Application / Interview |
| Ability to analyse and present data clearly and effectively | E | Application / Interview |
| Understanding of school funding and budget-setting processes | D | Application / Interview |
| Awareness of school safeguarding responsibilities | E | Interview |
| Familiarity with school MIS systems (e.g. SIMS, Arbor, FMS) | D | Application / Interview |

### Personal Attributes

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| --- | --- | --- |
| Requirement | Essential (E) / Desirable (D) | Assessed by: |
| Excellent communication and interpersonal skills | E | Interview / References |
| Strong organisational skills with the ability to prioritise workload | E | Interview |
| Ability to work independently and as part of a team | E | Interview |
| Professional, approachable and calm under pressure | E | Interview |
| High level of confidentiality and integrity | E | Interview |
| Positive attitude, flexibility, and a proactive mindset | E | Interview |
| Commitment to continuous improvement | E | Interview |

### Other Requirements

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| --- | --- | --- |
| Requirement | Essential (E) / Desirable (D) | Assessed by: |
| Commitment to safeguarding and promoting the welfare of children | E | Interview / References |
| Commitment to equality, diversity and inclusion | E | Interview |
| Commitment to regular attendance and punctuality | E | References |
| Willingness to support the wider life of the school | E | Interview |

**Prepared by Liam Marshall – Headteacher (03.07.2025)**