**SCHOOL BUSINESS MANAGER**

**PERSON SPECIFICATION**

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| **School:** | Seven Stars Primary School |
| **Job Title:** | School Business Manager 1 |
| **Reports to:** | The Headteacher |
| **Grade:** | Grade 8 |

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|  |  |  | **Assessed by:** |
| **No** | **CATEGORIES** | **Essential/ Desirable** | **App****Form** | **Interview / Task** |
| **QUALIFICATIONS AND TRAINING** |
| 1. | 5 GCSE’s grade A-C or Equivalent  | **E** | ✓ |  |
| 2. | School Business Manager specific qualification i.e. DSBM, CSBM or willingness to undertake. | **E** | ✓ |  |
| 3. | Evidence of continuous Professional Development | **E** | ✓ | ✓ |
| **EXPERIENCE** |
| 4. | Managing strategic financial plans | **E** | ✓ | ✓ |
| 5. | Managing budgets, financial reporting, procurement and fixed assets. | **E** | ✓ | ✓ |
| 6. | Being responsible for statutory school returns (e.g. whole school and workforce census) | **D** | ✓ |  |
| 7. | Managing Health & Safety and HR Processes | **D** | ✓ | ✓ |
| 8. | Managing projects. | **D** | ✓ | ✓ |
| 9. | Experience of developing effective administrative systems and procedures. | **E** | ✓ | ✓ |
| 10. | Managing within an educational environment. | **D** | ✓ |  |
| 11. | Managing at a Senior Management Team level. | **D** | ✓ |  |
| **KNOWLEDGE, SKILLS and COMPETENCIES** |
| 12. | Able to deliver services and systems applicable to effective management. | **E** |  | ✓ |
| 13. | Able to deliver value for money initiatives. | **E** | ✓ | ✓ |
| 14. | Able to lead teams and individuals. | **D** | ✓ |  |
| 15. | Able to strategically influence and advise decision making within the school. | **D** |  | ✓ |
| 16. | Able to use a range of ICT packages. | **E** | ✓ | ✓ |
| 17. | Understanding of promoting positive relationships with the wider school community. | **E** | ✓ |  |
| 18. | Secure knowledge of financial standards, and financial procedures and regulations in schools. | **D** | ✓ | ✓ |
| 19. | Ability to take a problem solving approach to tasks and develop well thought through, valid and financially sound solutions. | **E** |  | ✓ |
| 20. | Ability to be flexible and able to respond to the unexpected in a calm and reassuring manner. | **E** | ✓ |  |
| 21. | Ability to build and maintain effective working relationships with a wide variety of people. | **E** |  | ✓ |
| 22. | Ability to maintain strict confidentiality in all matters. | **E** | ✓ |  |
| 23. | Willingness to keep up to date on all relevant policy and procedures in line with the duties identified in the job description and any other educational development. | **E** | ✓ | ✓ |
| **PERSONAL QUALITIES** |
| 24. | Highly developed interpersonal skills  | **E** | ✓ |  |
| 25. | Willingness to constructively challenge the work of self and others to continually improve own and team performance. | **E** |  | ✓ |
| 26. | Ability to work under pressure and meet deadlines. | **E** | ✓ | ✓ |
| 27. | Commitment to the development of the school. | **E** |  | ✓ |
| 28. | Committed to the professional development of colleagues and self. | **E** |  | ✓ |