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|  Person Specification  Grade 8: School Business Manager 1  |
| **Qualifications** | **Essential/Desirable** |
| A good standard of education (GCSE/A Level equivalent) including English and Maths | E |
| Level 4 diploma in school business management or equivalent professional qualification eg CSBM or willingness to work towards this qualification | D |
| Evidence of continuous professional and personal development (CPD) | E |
| Experience |  |
| Experience of relevant financial management, management, managing budgets, financial reporting, procurement and fixed assets | E |
| Involvement in school self-evaluation and improvement planning | D |
| Line management experience | D |
| Experience in recruitment | D |
| Experience of contributing to staff development | D |
| Working within a school office environment | E |
| Experience in Premises and Health and Safety | D |
| Experience of managing the Single Central Record | D |
| Experience of preparing reports for the leadership team and the Governing Body | D |
| Skills and Attributes |  |
| Approachable with effective communication skills, both written and verbal | E |
| Flexibility and ability to work under pressure | E |
| Ability to build and promote effective working relationships with staff and other stakeholders | E |
| Excellent organisational skills with the ability to work to deadlines and prioritise effectively | E |
| Shows an attention to detail, producing high quality work | E |
| Sound IT skills and experience of SIMS, FMS and Oracle Fusion | E |
| Commitment to prompting the ethos and values of the school and getting the best outcomes for all pupils | E |
| Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school | E |