



<b>Job Title</b>	<b>School Business Manager</b>
<b>Faculty</b>	<b>Leadership</b>
<b>Prepared by and date</b>	<b>Headteacher, June 2019</b>

<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	<b>How identified</b>
English and Maths GCSE C grade or higher or equivalent	√		A/C
Relevant business / administrative qualifications	√		A/C
A relevant professional management qualification		√	A/C
Professional Accounting / HR qualification		√	A/C
<b>Knowledge and Experience</b>			
Experience with Microsoft Office packages to include Word, Excel and Publisher	√		A / I / R / T
Working in a school environment		√	A / I / R
Experience of general office duties	√		A / I / R
Minimum of three years' work experience in finance	√		A / I / R
Knowledge and experience of a variety of financial management systems/processes and procedures	√		A / I / R
Ability to manage and motivate staff	√		A / I / R
An understanding of health and safety in schools		√	A / I / R
An awareness and understanding of school and/or public sector Finance Management System	√		A / I / R
Knowledge of the school funding system.	√		A / I / R
Experience of understanding financial information, managing budgets effectively and ensuring financial propriety	√		A / I / R / T
Experience of Human Resources Management	√		A / I / R
Experience of Premises Management	√		A / I / R
Experience of supporting and undertaking strategic management.	√		A / I / R
Experience of delivery of best value	√		A / I / R
Experience of working effectively in cooperation with a wide range of internal and external partners.	√		A / I / R
Clear understanding of Safer Recruitment		√	A / I / R
An understanding of school management issues, including the role of the Governing Body		√	A / I / R
<b>Skills and Abilities</b>			
Ability to lead the newly formed admin and ancillary teams	√		A / I / R
Develop good personal relationships within a team	√		A / I / R

Excellent written and verbal communication to a variety of audiences	√		A / I / R / T
Proven high level negotiation skills including strategic, analytical and flexible thinking	√		A / I / R
Highly developed interpersonal skills	√		A / I / R
Ability to develop and review administrative systems	√		A / I / R
Ability to analyse data and evidence of higher level ICT skills	√		A / I / R / T
Show analytical skills in order to be able to support decision making.		√	A / I / R
Ability to be well organised and use initiative and prioritise work	√		A / I / R
Ability to interpret legislations and regulations	√		A / I / R
Ability to follow instructions	√		A / I / R
<b>Personal Qualities</b>			
Commitment to high educational, professional and personal standards	√		A / I / R
Empathy and respect for children, parents and their needs	√		A / I / R
A commitment to the principles of safeguarding	√		A / I / R
Be flexible with high levels of motivation and a 'can do' attitude	√		A / I / R
Have a strong awareness of confidentiality and discretion at all times in the disclosure of information regarding all aspects about the School.	√		A / I / R
A passion for inclusive education in a multi-ethnic environment	√		A / I / R
Ability to be ambitious for self and others	√		A / I / R
Able to manage stressful and challenging situations	√		A / I / R
Be approachable, committed and resourceful	√		A / I / R
A calm, controlled manner and a good sense of humour	√		A / I / R
<b>Other requirements</b>			
Excellent record of attendance and punctuality	√		A / I / R
Enhanced DBS check	√		A / I / R
Commitment to equality of opportunity for all pupils irrespective of their ability, race or gender, both in principle and practice.	√		A / I / R

A = Application I = Interview C = Certificate R = Reference T = Task