

**Part A: Application Stage**

The following criteria (experience, skills and qualification) will be used to shortlist at the application stage.

**Essential**

1	Experience of managing a business support service and contributing to its continuous improvement.
2	Experience of contributing to setting and monitoring a budget.
3	Professional knowledge of one or more of the following disciplines: finance, procurement, premises management, health and safety, human resources, governance.
4	Experience of developing and improving business systems and processes to improve efficiency and standards of service.
5	Experience of delivering services that meet the needs of a range of customers or clients.
6	Evidence of positive engagement in own continuing professional development.
7	Effective written communication to a wide range of audiences.
8	Current or recent experience as a School Business Manager.

**Desirable**

9	Relevant professional qualification for School Business Managers e.g. Level 4 Diploma in School Business Management (CSBM).
10	Experience of using SIMS (including FMS) and other IT systems to maintain pupil and staff records, financial data, run reports, analyse data and produce management information.
11	Experience of supervising a team of people including managing workload, appraisal and meeting their development needs.
12	Experience of working in partnership with governors, staff, parents, pupils, the community and the local authority.

**Part B Assessment Stage**

The criteria below will be explored at the assessment stage for shortlisted candidates.

		<b>Interview</b>	<b>Tasks</b>
1	Able to work collaboratively within the school and across the trust to achieve shared priorities.	✓	
2	Able to effectively develop, implement and evaluate a range of business support services that meet the needs of the school.	✓	
3	Develops operational plans and organises resources to enable priorities and objectives to be achieved.	✓	✓
4	Able to establish positive relationships with a range of stakeholders.	✓	✓
5	Able to successfully manage a small team and external contractors and suppliers to ensure the school is run effectively.	✓	✓
6	Effective written communication skills that demonstrate the ability to draft minutes, correspondence and reports.	✓	✓

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7	Developed numeracy and IT skills to analyse and interpret data (including financial reports) and produce management information.	✓	✓
8	Effective verbal communication skills effective for a range of audiences and able to influence and persuade others to adopt a particular course of action.	✓	✓
9	Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including: <ul style="list-style-type: none"> <li>• Motivation to work with children and young people;</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people;</li> <li>• Emotional resilience in working with challenging behaviours;</li> <li>• Attitude to use of authority and maintaining discipline.</li> </ul>	✓	
10	No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.	✓	

**Part C: Additional Requirements**

The following criteria must be judged as satisfactory when pre-employment checks are completed.

1	Enhanced Certificate of Disclosure from the Disclosure and Barring Service
2	Additional criminal records checks if applicant has lived outside of the UK
3	Children's Barred List check
4	Occupational health clearance
5	Two references from current and previous employers (or education establishment if applicant not in employment)