

ST LEONARD'S RC PRIMARY

SCHOOL BUSINESS MANAGER
PERSONAL SPECIFICATION

Factors	Essential	Desirable	Assessment Method
Qualifications	<ul style="list-style-type: none"> Level 5 or the equivalent in business or school business management 	<ul style="list-style-type: none"> School Business Manager specific qualification e.g.DSBM 	Certificates at selection event
Training	<ul style="list-style-type: none"> Evidence of Continuing Professional Development 		Application Form Interview
Experience	<ul style="list-style-type: none"> Managing budgets, financial reporting, and preparing budgetary information Knowledge of sourcing and bidding for additional funds through grants Experience of working towards the requirements and standards expected in Internal Audit 	<ul style="list-style-type: none"> Managing within an educational environment Managing at a senior management level 	Application Form Interview Presentation
Knowledge and Skills	<ul style="list-style-type: none"> Able to deliver services and systems applicable for effective school management Able to deliver value for money initiatives Able to lead teams and individuals. Able to strategically influence decision making within the school Able to use a range of ICT packages Willingness to train and act as a First Aider 	<ul style="list-style-type: none"> An understanding of national & regional educational services and deliver appropriate strategies 	Application Form Interview Presentation
Personal Qualities	<ul style="list-style-type: none"> Highly developed interpersonal skills, including influencing skills Willingness to constructively challenge the work of self and others to continually improve own and team performance Ability to work under pressure and meet deadlines 		Application Form Interview