



School Business Manager

Person Specification

	ESSENTIAL	DESIRABLE	EVIDENCE
Qualifications and Education			
1. Relevant degree or professional qualification	Formal accountancy qualification eg AAT	Part of fully qualified accountant eg CCAB /CIMA or equivalent	C
2. Evidence of continued commitment to continued professional development	**		A/C
Experience and Knowledge			
3. Experience of working as part of a senior management team and implementing service improvements.	**		A/I
4. Experience of initiating, leading and managing change at a senior and strategic level in an organisation.		**	A/I
5. A proven record of success gained in the education sector		**	A/I
6. Successful track record of management experience	**		A/I

within a large complex organisation			
7. A high level of commercial awareness		**	A/I
8. Experience of financial management including income generation	**		A/I
9. Experience of leading and supporting teams through processes of continuous improvement.	**		I
10. An understanding of the key issues facing schools	**		I
11. Experience of developing and implementing successful financial strategies	**		I
SKILLS			
12. Ability to communicate confidently both orally and writing.	**		A/I
13. Ability to confidently present reports to stakeholders.	**		I
14. Ability to think strategically and to analyse complex situations, formulating and implementing plans of action			I
15. A good working knowledge of a range of effective school improvement strategies		**	I

16. Thorough understanding of school performance analysis and issues relating to improved achievement and attainment, including in relation to Pupil Premium, Y7 Catch Up etc.	**		I
17. Ability to think strategically and to analyse complex situations, formulating and implementing plans of action.	**		A/I/R
18. Numeracy and literacy skills in order to handle data and information critically, accurately and effectively.	**		I
19. Have a detailed knowledge and understanding of: a. Company Act accounts b. Management accounts c. Computerised accounting packages d. Funding arrangements for schools e. Internal control and risk management e. Commercial requirements	**		A
20. Capable of working with and achieving income targets	**		I
21. Excellent organisational skills which enable you to prioritise and manage	**		R/I

workload in the face of competing demands, delegating as appropriate.			
22. Ability to manage a small team of colleagues in the administration team, site manager, IT technician and pool attendant.	**		R/I
PERSONAL ATTRIBUTES			
23. Enthusiasm and energy with a solution focused attitude to supporting the continued development of our school.	**		R/I
24. Ability to think quickly and take responsibility for making decisions as a member of the SLT.	**		I
25. Ability to be flexible in your approach	**		R
26. Enjoy working with children and young people and for this to be your motivation in the role.	**		I
27. Demonstrate patience and resilience	**		I

A-Application

I-Interview

R-Reference

C-Certificate