

Person Specification School Business Manager

ESSENTIAL			
	Criteria number	Attribute	Stage Identified
Qualifications	E1	A professional qualification in accountancy or business management- level 4 or above	AF C
Experience	E2	Experience of managing budgets	AF I R
	E3	Experience of working alongside the Senior Management Team in decision making processes	AF I R AF I R
	E4	Experience of managing a team	
Skills and Knowledge	E5	Ability to present financial information in a logical and systematic manner and to interpret figures with skill and understanding	AF I R
	E6	Good written communication skills	AF
	E7	Ability to plan, implement and deliver capital projects	AF I R
	E8	Up to date knowledge of premises, health and safety, SFVS, governance and GDPR	AF I R
	E9	Good IT skills and ability to use MS Word, Excel and office packages	AF I R
Personal Attributes	E10	Ability to work under pressure and prioritise effectively	AF I R
	E11	Ability to relate well to all stakeholders	AF I R
	E12	Ability to work well as part of a team and to organise their own work	AF I R
	E13	Commitment to maintaining confidentiality at all times	AF R
	E14	Commitment to safeguarding and equality	AF R
	E15	Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school	AF I R
DESIRABLE			
Experience and Knowledge	D1	5 years previous experience of working within education	AF I R
	D2	Experience of School Management Information Systems	AF
	D3	Experience of implementing change	AF I
	D4	Experience or working knowledge of marketing, sponsorship and promotion activities.	AF I
Key – Stage identified			
AF	Application Form	I	Interview
C	Certificates	R	References