**Person Specification: School Business Manager**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Method of**  **Assessment** |
| **Qualifications** | * 5 GCSE’s or equivalent including English & Maths * Minimum Level 4 Diploma in School Business Management (or equivalent qualification and job role experience) | * Level 5+ in School Business Management or other relevant qualifications and/or experience * Willingness to undertake relevant and appropriate SBM continuous professional development. | Application form  Selection Process  Pre-employment checks |
| **Experience** | * Experience of GDPR * Experience of managing: Human Resources, health & safety & risk management, facilities and property. * Experience in an office environment * Experience of leading all aspects of financial planning * Experience of using a range of computer systems * Experience of line management * Experience of implementing systems * Experience of working within a team | * Knowledge of administrative procedures in a school setting. * Experience of writing and reviewing policies. | Application form  Selection Process Pre-employment checks |
| **Skills /**  **Knowledge** | * Good ICT skills * Numerate * Good organisational skills * Accurate and consistent * Ability to work to deadlines * Excellent spoken and written communication skills and strong interpersonal skills * A high level of discretion * Ability to produce accurate written documentation | * Knowledge of SIMs, FMS * Confidence and ability in writing and presenting reports | Application form  Selection Process  Pre-employment checks |
| **Personal**  **Qualities** | * Able to communicate with a wide range of people (face to face, telephone, written) * Able to prioritise own workload and meet deadlines * Able to work flexibly to meet the needs of the service * Ability to use own initiative * Ability to work as part of a team * Confidence in being a critical friend to the Head teacher |  | Application form Selection Process  Pre-employment checks |