

**Person Specification – School Business Manager**

**Howletch Lane Primary School**

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|  | **Essential** | **Desirable** | A=application  R=reference  I=interview  C=certificate |
| **Qualifications** | * GSCE education to include English Language and Maths (or equivalent) * Record of Continuing Professional Development * Commitment to achieve the National College of School Leadership Certificate of School Business Management or Diploma of School Business Manager | Achieved School Business Manager qualification e.g. DSBM / CSBM | A C |
| **Experience** | * Managing strategic financial plans * Managing budgets, financial reporting, procurement and fixed assets * Financial analysis and reporting * Managing and leading teams * Working effectively with internal and external partners | * Working in a strategic role in public or educational sector * Project management * Managing at a senior level * Experience of leading performance management of staff * Managing H&S | A R I |
| **Knowledge** | * Financial management and accounting procedures * Schools Financial Value Standard (SFVS) * Information management systems * HR policies/codes of practice/legislation * H&S policies/codes of practice/legislation * Resource management and procurement * Premises maintenance * Personnel procedures and employment legislation * An awareness and understanding of safeguarding responsibilities of all adults who work with children | * School financial management and accounting * Understanding of using SIMS and FMS | A R I |
| **Skills** | * Higher level IT skills * Analytical skills * Ability to use initiative, prioritise, meet deadlines * Excellent interpersonal skills * Effective communicator and presenter – orally and in writing * Ability to lead and also to work as part of a team * Ability to maintain a positive and professional demeanour |  | A R I C |
| **General** | * Demonstrate a commitment to the school vision, aims and ethos, its community and the school improvement agenda |  | A I |