

**Person Specification – School Business Manager**

**Howletch Lane Primary School**

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|  | **Essential** | **Desirable** | A=applicationR=referenceI=interviewC=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
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| **General** | * Demonstrate a commitment to the school vision, aims and ethos, its community and the school improvement agenda
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