



PERSON SPECIFICATION – School Business Manager

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Experience:	<ul style="list-style-type: none"> • Financial leadership/management experience in an educational setting/context • Administrative experience in an educational setting/context • Line management responsibility • Experience of using data input systems (e.g. SIMs) • Experience of using purchasing systems (e.g. Agresso) • Experience of implementing child protection procedures and commitment to safeguarding pupils • Experience/knowledge of Health & Safety requirements 	<ul style="list-style-type: none"> • An understanding of Data Protection and GDPR • Experience of marketing and business planning • Experience of managing buildings and premises • Experience of managing Human Resources 	Application, Inspection of certificates, References, Interview tests Interview questions
Qualifications or Training:	<ul style="list-style-type: none"> • Certificate of School Business Management (CMBS) or Diploma of School Business Management (DMBS) or equivalent. • Excellent ICT skill levels – Word processing and Spreadsheets 	<ul style="list-style-type: none"> • Excellent data analysis skill levels • GDPR Training • Health & Safety Training 	
Practical Skills:	<ul style="list-style-type: none"> • The experience and ability to deal positively with staff, children and parents • The ability to manage the school budget both on a strategic and day-to-day level • Effective time-management skills • The ability to lead, organise and motivate a team • Excellent communication skills • Ability to use IT software on a day-to-day basis (e.g. Microsoft Office) • The ability to specifically use spreadsheets in relation to budgets 	<ul style="list-style-type: none"> • 	
Personal Qualities & Attributes:	<ul style="list-style-type: none"> • The ability to think strategically • The ability to be flexible and positive, dedicated and trustworthy • To be loyal and committed to the school • The ability to act professionally with people at all levels • An ability to establish and develop positive relationships throughout the school • The ability to deal with challenge and change, positively 	<ul style="list-style-type: none"> • The ability and motivation to constantly improve own practice and knowledge through self evaluation and learning from others. 	