



Washingwell Primary School Person Specification – School Business Manager

	Essential	Desirable	How Measured
Qualifications, Education & Training	<ul style="list-style-type: none"> Relevant professional qualifications and experience that relate to the post – CSBM or equivalent Degree level qualification or equivalent professional qualification or minimum of 5 years experience as admin manager 	<ul style="list-style-type: none"> Diploma in School Business Management 	<ul style="list-style-type: none"> Application form
Experience & Knowledge	<ul style="list-style-type: none"> Evidence of sound financial management and budget forecasting linked to strategic planning Evidence of successfully working with staff at all levels of the organisation Evidence of management experience Experience of managing cultural change 	<ul style="list-style-type: none"> Experience of working in a school environment Human Resource management experience Experience of premises management, health & safety, contract management, procurement and human resources. Experience & knowledge of grant and bid applications Knowledge of school governance and associated regulations Knowledge of school teacher pay and conditions Knowledge & understanding of school issues and wider Local Authority & National agendas Experience and extensive knowledge of school funding 	<ul style="list-style-type: none"> Application form References Interview process
Skills	<ul style="list-style-type: none"> Ability to work proactively with a confident approach Ability to understand and manage complex budgets Ability to use ICT systems: Microsoft OFFICE, SIMs, Agresso etc Ability to prioritise workload and manage conflicting priorities and meet challenging deadlines Communication and presentation skills Team skills Outstanding networking and negotiating skills 	<ul style="list-style-type: none"> Marketing experience Business experience/track record of business/local government policy development Experience and skills in using AGRESSO financial management system and SIMs 	<ul style="list-style-type: none"> Application form References Interview process & activities
Personal Qualities/ skills	<ul style="list-style-type: none"> Excellent interpersonal skills with ability to challenge while using tact and diplomacy and to manage conflict Excellent organisational skills with an ability to use initiative appropriately and to work independently Ability to cope with change in a dynamic environment Creative and strategic thinker Sociable, confident and a communicator with professional presence Self motivated 	<ul style="list-style-type: none"> Capacity to motivate staff A dynamic thinker with a proven track record of innovation 	<ul style="list-style-type: none"> Application form References Interview process
Special requirements	<ul style="list-style-type: none"> Excellent attendance and timekeeping record Ability to drive and own access to transport A desire to learn and develop Political sensitivity and awareness A sense of humour Dynamic/visionary 		<ul style="list-style-type: none"> Application form References Interview Medical history form