

PERSON SPECIFICATION: School Business Manager

	Essential Attribute
Qualifications	<ul style="list-style-type: none"> • Minimum 2 A Levels, and GCSE or equivalent at Grade C or above in English and Maths • Qualification to at least Level 4 in the fields of business or finance (or equivalent)
Experience	<p>Evidence of:</p> <ul style="list-style-type: none"> • Successful leadership linked to strategic planning, action planning, monitoring and evaluation • Effective leadership of financial and budgetary management and control within a complex organisation • Use of a variety of financial management systems to provide efficient and effective management of the budget • Working effectively in co-operation and partnership with a wide range of internal and external partners and stakeholders including both statutory and non-statutory organisations and groups • Managing and/or procuring service contracts in the public, private or independent sectors • Effective management of human resources within a service organisation aligned with the skills to identify and develop top quality staff
Knowledge	<ul style="list-style-type: none"> • Clear understanding of financial systems, accountability structures and financial compliance requirements for business • Firm understanding of the national education landscape, and the legal framework under which academies operate (Academies financial Handbook) • Evidence of continuing professional development • Knowledge of data protection and information security guidelines, including GDPR • Understanding of statutory regulations in relation to Human Resources
Personal Attributes & Skills	<p>Has an ability to:</p> <ul style="list-style-type: none"> • Demonstrate resilience, motivation and commitment to driving up standards • Overcome challenges and create new, effective solutions • Demonstrate integrity, confidentiality and confidence to challenge others • Work independently and flexibly to solve a range of problems relating to operational processes • Use appropriate judgement to seek and clarify detail where appropriate • Prioritise workload and produce accurate, detailed work within deadlines • Think strategically • Contribute to efficiency through sharing information and constructively supporting others • Interpret complex legislation and regulations • Manage and motivate others • Demonstrate highly developed planning and organisational skills • Demonstrate high order ICT skills • Demonstrate excellent interpersonal and communication skills, verbal and written
Other Requirements	<ul style="list-style-type: none"> • A commitment to Equality of Opportunity • A commitment to promoting the ethos, vision and values of the school • A moral purpose of working within the education sector • A commitment to safeguarding and promoting the welfare of children and young people • A positive "can do" attitude • A sense of humour

	Desirable Attribute
Qualifications	<ul style="list-style-type: none"> • Educated to Degree Level • Certificate in School Business Management (CSBM)/Advanced/ Diploma in School Business Management (ADSBM / DSBM) • CIPFA 'Certificate in Financial Reporting for Academies'
Experience	<ul style="list-style-type: none"> • Experience of: • Effective management and leadership within in an educational, public or charity service sector • Working with HCSS Finance software
Knowledge	<ul style="list-style-type: none"> • Knowledge of safeguarding, risk, health & safety in an educational setting • Understanding of Governance structures