

School Business Manager Specification

	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> ➤ Educated to degree level or equivalent. ➤ An accountancy or Business Management qualification or equivalent demonstrable experience. 	<ul style="list-style-type: none"> ➤ Degree level or equivalent ideally in business management, accountancy or a related discipline.
Experience	<ul style="list-style-type: none"> ➤ Demonstrable experience of business management. ➤ Successful leadership and management experience in school, or in a relevant field outside education. ➤ Line management experience 	<ul style="list-style-type: none"> ➤ Demonstrable experience working in school business management.
Skills and Knowledge	<ul style="list-style-type: none"> ➤ Appropriate experience in management and operation of finance and accounting systems, audit procedures and SFVS. ➤ Detailed knowledge of Health and Safety issues and legislation. ➤ Detailed knowledge of facilities management. ➤ Detailed knowledge of purchasing, procurement and tendering processes including Best Value. ➤ Knowledge of Safer Recruitment processes and Child Protection issues and legislation. ➤ Competent with commonly used software packages and specific packages relating to project management, risk and fire assessment and financial management. ➤ Have an understanding of the issues concerning ICT online network security, filtering and safe use of ICT with respect to safeguarding. ➤ Have an understanding of Data Protection and Freedom of Information issues. Liaise with Schools Data Protection Officer. ➤ A proactive record of Continual Professional Development. ➤ Leadership, management and organisational skills. ➤ Excellent verbal and written communication skills are required. ➤ Involvement in school self-evaluation and improvement planning 	<ul style="list-style-type: none"> ➤

<p>Personal Qualities</p>	<ul style="list-style-type: none">➤ Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils.➤ Ability to work as part of a team and demonstrates positive relationships at all levels; motivating, nurturing and challenging others to be the best they can be➤ Flexibility and use of initiative➤ Commitment to acting with integrity, honesty, loyalty and fairness➤ High expectations of self and others➤ Hard working and enthusiastic➤ Good organisational skills including the ability to prioritise own work and that of others in line with the school's strategic aims.➤ Commitment to safeguarding and equality.➤ Commitment to own professional development.➤ Proactive, must give attention to detail, with the ability to work under pressure to strict deadlines.➤ Ability to give clear, accurate advice and to shape outcomes.➤ Ability to liaise and influence effectively at all levels.➤ Be an experienced negotiator, particularly on contractual matters.➤ Deals with difficult situations effectively.	
---------------------------	---	--

