Person Specification for School Business Manager

Person Specification:

JOB TITLE: School Business Manager

STAGE ONE Disabled Candidates are guaranteed an interview if they meet the essential criteria

MINIMUM ESSENTIAL REQUIREMENTS	METHOD OF ASSESSMENT
1. Skills and Knowledge	
1.1 In depth previous experience and understanding of financial management, budget setting, computerised systems for budget monitoring and reporting.	Application Form / Interview
1.2 Previous experience and understanding of financial regulations and good financial practice.	Application Form / Interview
1.3 Theoretical, practical and procedural knowledge across the areas within the job specification including full working knowledge of relevant policies/codes of practice/legislation.	Application Form / Interview
1.4 Previous experience of leading and managing teams and the use of performance management strategies.	Application Form / Interview
1.5 Experience of benefit realisation of effective use of technology and prior experience of systems and networks in schools.	Application Form / Interview
1.6 Proven knowledge of employment legislation and related policies and procedures to deploy and manage staff effectively.	Application Form / Interview
1.7 Previous experience of project management and understanding of work allocation systems. To be able to initiate opportunities for self and others and to find solutions to ensure tasks are completed within specified timeframes.	Application Form / Interview
1.8 Prior knowledge and understanding of DfE, LA, OFSTED and Examining Board policies, practices, procedures and statutory requirements.	Application Form / Interview
1.9 In depth previous experience of financial regulations and good financial practice.	Application Form / Interview

1.10 Demonstrable strong team leadership and motivational skills to influence the teams reporting to him/her and lead the schools as part of the senior team.	Application Form / Interview
1.11 Excellent communication, negotiation and persuasion skills when working with students, staff, contractors, Governors and the community.	Application Form / Interview
1.12 Excellent budget management skills and the ability to present and explain financial information in simplistic terms for all to understand.	Application Form / Interview
1.13 Demonstrable high level analytical skills to analyse budget and other information and draw appropriate, relevant conclusions.	Application Form / Interview
1.14 Excellent organisation and prioritisation skills. An ability to manage self and multi	Application Form / Interview

disciplinary team effectively.	
1.15 Advanced ICT skills.	Application Form / Interview
1.16 Initiative and independence to work with minimum reference to the Head Teacher or Governors, whilst keeping them informed of the financial position and relevant issues.	Application Form / Interview
1.17 Ability to self evaluate learning needs and actively seek learning opportunities	Application Form / Interview
Customer Care - Listen and respond to customer need, seek out innovative ways of consulting service users and engaging partners. Network with others to develop services for the benefit of the service users.	Application Form / Interview
Valuing Diversity - Listen, support and monitor the diverse contributions made to service development without prejudice. Challenge behaviours and processes which do not positively advance the diversity agenda whilst being prepared to accept feedback about own behaviour. Recognise people's strengths, aspirations and abilities and help to develop their potential. Understand how Valuing Diversity can improve our ability to deliver better services and reduce disadvantage.	Application Form / Interview

Developing Self and Others - Ability to question, and request right training and development that links to the post, to seek opportunities that add to skills and knowledge, to respond positively to opportunities that arise. Support others' learning and share learning with others.	Application Form / Interview
2. Experience/Qualifications/Training etc.	
2.1 Previous experience of working within a school / learning environment with responsibility for monitoring and managing budgets at a senior level	Application Form / Interview
2.2 Previous experience of SIMS & FMS packages essential.	Application Form / Interview
2.3 Previous experience of statistical returns e.g. DEF and of reporting to a board of governors and senior team	Application Form / Interview
2.4 Previous experience of successful management of a team of staff – ideally with responsibilities across specialist and diverse activities	
2.5 Experience of the implementation, development, management and operation of school and wider based systems	Application Form / Interview
2.6 Evidence of recent and relevant CPD and a willingness to participate in relevant training and development opportunities	Application Form / Interview
3. **Work Related Circumstances – Professional Values and Practices**	
3.1 High expectations of all students, respect for their social, cultural, linguistic, religious and ethic background and a commitment to raising their educational achievements in keeping within the ethos of a Catholic school.	Application Form / Interview
3.2 The role holder will be required to dress and act at all times as an example to the students within the school and to create a professional image for parents and other visitors.	Application Form / Interview
3.2 Ability to build and maintain successful relationships with students and adults, treat them consistently, with respect and consideration and demonstrate concern for their development as learners	Application Form / Interview
3.3 Demonstrate and promote the positive values, attitudes and behaviour they expect from the students and adults with whom they work or meet.	Application Form / Interview

3.4 Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice.	Application Form / Interview
3.5 Ability to liaise sensitively and effectively with parents and carers recognising their role in student learning.	Application Form / Interview
3.6 Able to improve their own practice through observations, evaluations and discussion with colleagues.	Application Form / Interview
3.7 Desirable - Practicing Roman Catholic Christian	Application Form / Interview/Reference

STAGE TWO Will only be used in the event of a large number of applicants meeting the minimum essential requirements

Additional Requirements	**Method of Assessment**
1. Experience / Qualifications / Training	
1.1 Essential - NVQ Level 4, Degree or equivalent qualification – Highly desirable - post graduate qualification. 1.2 Essential - NCSL – Certificate in School Business Management	Application Form / Interview/ original documents

Date Job Description prepared/updated August 2024
Job Description prepared by Mr T McCabe
Signed