

## School Business Manager Person Specification Requirements

Essential (E)  
or Desirable (D)

### Knowledge & Understanding

Sound knowledge of schools' finance systems and budgetary experience	E
A full relevant professional qualification (eg: AAT, MBA, DSBM, CIPFA)	E
Understanding of HR practices	E
Understanding of Health & Safety legislation	E
Minimum of 2 year post-qualification experience	D

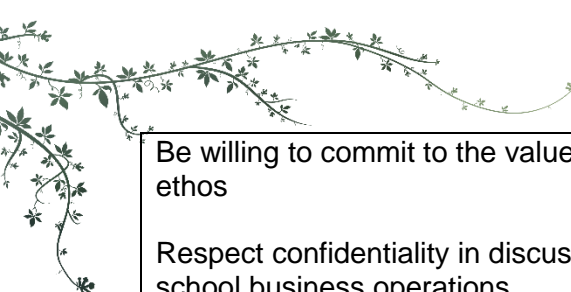
### Skills

Ability to communicate effectively, negotiate and network through highly developed interpersonal, written, oral and presentation skills	E
Ability to lead, motivate and enthuse individuals and teams within a rapidly changing environment, including leading change in service delivery	E
Well-developed analytical, planning and organisational skills	E
Ability to prioritise work, and to meet and manage work to tight deadlines	E
Ability in evaluating and achieving service quality and in setting/achieving strategic objectives through performance management	E

### Experience

Working within the education sector or public sector	D
Income generating activities	D
Building, leading and sustaining complex working relationships	E
Promoting and leading management of change	D
Working in co-operation and partnership with a wide range of stakeholders	E
Setting budgets and maintaining a financial management system	E
Managing rigorous financial control procedures	E
Establishing and implementing a strategic business planning process	D
Experience of procuring and/or managing service contracts in the public, private or independent sectors	D
Managing and developing a multi-disciplinary workforce within an effective leadership team	E

### Other



Be willing to commit to the values of the School and support its Christian ethos	E
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Respect confidentiality in discussing pupil or staff related information and school business operations	E
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Show flexibility in working arrangements in terms of duties and working hours/pattern to meet emergencies and changed circumstances	E
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Demonstrate a commitment to continuous professional development for self and others.	E
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Have an understanding of the school culture and working in a teaching environment.	E
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