



Kington St. Michael C.E. Primary School Personal Specification for School Business Manager

Requirements	Essential - E Desirable - D
Knowledge & Understanding	<ul style="list-style-type: none"> • Sound knowledge of schools' finance systems and budgetary experience E • A full relevant professional qualification (e.g. AAT, MBA, DSBM, CIPFA) D • Understanding of HR practices D • Understanding of Health & Safety legislation D
Skills	<ul style="list-style-type: none"> • Ability to communicate effectively, negotiate and network through highly developed interpersonal, written, oral and presentation skills D • Ability to lead, motivate and enthuse individuals and teams within a rapidly changing environment, including leading change in service delivery D • Well-developed analytical, planning and organisational skills D • Ability to prioritise work, and to meet and manage work to tight deadlines D • Ability in evaluating and achieving service quality and in setting/achieving strategic objectives through performance management D • Adaptable and resourceful E
Experience	<ul style="list-style-type: none"> • Setting budgets and maintaining a financial management system E • Working within the education sector or public sector D • Income generating activities E • 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 • Managing rigorous financial control procedures E • Establishing and implementing a strategic business planning process E • Experience of procuring and/or managing service contracts in the public, private or independent sectors E • Managing and developing a multi-disciplinary workforce within an effective leadership team D
The successful applicant will undergo a DBS check and reference checks. The post will be offered subject to these checks and confirmed once they have been completed.	