

Person Specification for the Post of School Business Manager

Knowledge	<ol style="list-style-type: none"> 1. Expert knowledge of financial regulations (essential) 2. Knowledge of, and ability to use, a variety of management and finance information systems (essential) 3. An ability to interpret and apply government and other legislation relevant to the School (essential) 4. Knowledge of working in a school/academy environment an advantage (desirable)
Qualifications & Experience	<ol style="list-style-type: none"> 5. Ability to manage the financial management system and all budgets and accounts including monthly management accounts, cash flow, year end and outturn (essential) 6. Qualified CCAB (Central Council of Accounting Bodies) accountant or equivalent with some experience in a senior position or a member of the AAT with significant relevant experience (essential) 7. Experience of managing school budgets, or similar (essential) 8. Experience of developing strategies at a whole school level, and delivering on initiatives with maximum impact (essential) 9. Extensive experience of financial and budgetary management (essential) 10. Experience of writing and submitting bids (essential) 11. Experience of leading teams (essential) 12. Demonstrate considerable experience of working as a School Business Manager, or in a similar post (essential)
Leadership and Management Framework	<p><u>Achieving Results</u></p> <ol style="list-style-type: none"> 13. Ability to prioritise work and to meet and manage work to tight deadlines (essential) 14. Ability to develop, and work to, a range of performance indicators within each function (essential)

	<p>15. Highly developed administrative and organisational skills (essential)</p> <p>16. Well developed analytical, strategic, planning and organisational skills (essential)</p> <p>17. Ability to pay close attention to accuracy and detail (essential)</p> <p>18. Ability to work, and keep calm, under pressure (essential)</p>
	<p><u>Engaging With Others</u></p> <p>19. Ability to work co-operatively as part of the Senior Leadership Team (essential)</p> <p>20. Effective management and leadership of staff achieving service quality and in setting/achieving strategic objectives (essential)</p> <p>21. Ability to motivate others and hold them to account (essential)</p> <p>22. Excellent interpersonal and communications skills (both oral and written) and an ability to demonstrate and articulate a clear vision for the future of the School in the context of the short and medium challenges (essential)</p> <p>23. Ability to present advice on policy to Governors and staff (essential)</p>
	<p><u>Valuing Diversity</u></p> <p>24. Experience, or empathy with, working in a multicultural environment (essential)</p>
	<p><u>Learning Effectively</u></p> <p>25. Excellent IT skills (essential)</p> <p>26. Ability to input and/or extract from a manual or computerised database (essential)</p> <p>27. Willingness to undertake further training as required</p>
Other	<p>28. Demonstrable commitment to safeguarding the welfare of students and young people (essential)</p> <p>29. Maintain a positive Christian ethos, which recognises the dignity of each individual and is reflected in the day to day life of the school</p>

