



School Business Manager – Person Specification

Essential

Qualifications

- Good standard of education including GCSE (or equivalent) in English and Mathematics (Grade C/4 or above).

Experience

- Experience of financial management, budget monitoring and reporting.
- Experience of developing or improving business, administrative or financial systems.
- Experience of handling confidential information with discretion.
- Experience of building effective professional relationships with a wide range of stakeholders.

Knowledge & Understanding

- Understanding of sound financial management principles.
- Knowledge of employment practices and safer recruitment.
- Understanding of statutory compliance and organisational risk.
- Good understanding of confidentiality, data protection and safeguarding responsibilities.

Skills & Abilities

- Ability to provide strategic business advice to senior leaders.
- Excellent financial, analytical and organisational skills.
- Excellent ICT skills, including financial systems.
- Ability to prioritise demands and meet deadlines.
- Ability to communicate confidently and professionally with a wide range of audiences.
- Ability to analyse information and present it clearly to support decision making.
- High levels of accuracy and attention to detail.

Personal Qualities

- Professional, approachable and trustworthy.
- Calm, resilient and solution focused.
- Enjoys identifying opportunities to improve systems, streamline processes and solve problems.
- Proactive, adaptable and able to work both independently and collaboratively.
- High standards of integrity and accountability.
- Commitment to continuous improvement and delivering value for money.
- Commitment to safeguarding and promoting the welfare of children and young people.
- Commitment to the vision and values of Woodland View Primary School.

Desirable

Qualifications

- Qualification in School Business Management (CSBM, DSBM or equivalent), AAT or other finance qualification.
- Degree or equivalent professional qualification.
- Evidence of continuing professional development.

Experience

- Experience within a school or academy.
- Experience of academy finance and the Academy Trust Handbook.
- Experience of supporting governors or trustees.
- Experience of HR administration and payroll.
- Experience of procurement, contract management or project management.

Knowledge & Understanding

- Knowledge of school funding arrangements and DfE financial requirements.
- Understanding of governance within schools or academies.
- Knowledge of education legislation affecting school business management.

Skills & Abilities

- Experience of presenting reports to governors, trustees or senior leaders.
- Experience of leading projects or organisational change.

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