



**PERSON SPECIFICATION**

**Post: School Business Manager**

**Closing Date: 9am 14<sup>th</sup> April 2026**

	<b>Essential</b>	<b>Desirable</b>	<b>Possible Evidence</b>
<b>Qualifications, Experience and Knowledge</b>	<p>Financial management qualification or equivalent experience with demonstrable competency.</p> <p>Significant experience of being a bursar or business manager.</p> <p>Extensive strategic financial management experience.</p> <p>Evidence of successful management and leadership of diverse teams.</p> <p>Experience of managing procurement, external contractors, suppliers etc.</p> <p>Understanding of the importance of the ‘Keeping Children Safe in Education’.</p> <p>Demonstrate the ability to learn and adapt from past experience.</p> <p>Able to meet deadlines.</p> <p>Financial reporting and analysis.</p> <p>Understanding of HR / policies and statutory compliance.</p>	<p>Degree level or equivalent at professional qualification level.</p> <p>Project management qualification or equivalent experience with demonstrable competency.</p> <p>Experience of working in the education sector.</p> <p>Experience of marketing.</p> <p>Anticipates and pre-empts problems based on knowledge and experience.</p> <p>Managing Health and Safety.</p>	<p>Application Form</p> <p>Copies of certificates</p> <p>Letter of application</p> <p>Portfolio</p> <p>Interview</p>
<b>Personal Skills</b>	<p>Ability to persuade, motivate, negotiate and influence.</p> <p>Ability to work and relate harmoniously positively and effectively – providing support and challenge where needed.</p> <p>Ability to relate well to children and adults.</p> <p>Ability to self-evaluate and address own learning and development needs.</p> <p>Energy, commitment, enthusiasm and a flexible approach to working.</p> <p>Excellent written and verbal skills.</p> <p>Good ICT / GDPR skills.</p> <p>Ability to prioritise and to remain calm under pressure.</p> <p>Willing to undertake sometimes extended and variable hours of working including attending governors meetings.</p>	<p>Takes an interest in and is willing to support school events.</p>	<p>Application form</p> <p>Letter of application</p> <p>Portfolio</p> <p>Interview</p>
<b>Other</b>	<p>Able to maintain confidentiality.</p> <p>Able to use initiative, suggest ideas and challenge ways of working.</p> <p>Possess good organisational skills.</p>	<p>Proactive in offering ideas.</p> <p>Sociable &amp; outgoing</p> <p>Sense of humour</p>	<p>Application form</p> <p>Letter of application</p> <p>Portfolio</p> <p>Interview</p>