



Person Specification – School Business Manager

Qualifications	
GCSE English and Maths or equivalent	Essential
Degree of equivalent qualification	Desirable
Certificate or Diploma of School Business Management	Desirable
AAT or CCAB accounting qualification	Desirable
Experience	
Experience of working in a school setting	Desirable
A thorough understanding of financial management & budgetary control	Essential
Use of computerised financial management systems	Essential
Use of Microsoft Office and Google	Essential
Line management of staff	Essential
Premises and/or site management	Desirable
Successful income generation	Desirable
Experience of using Access Budget & Finance Package (or Equivalent programs)	Desirable
Experience of using Access People for HR and Payroll (or Equivalent programs)	Desirable
Experience managing the SCR	Desirable
Skills, Knowledge and Ability	
An understanding of the functions and duties of a community school and its relationship to the Local Authority	Essential
Knowledge of budget management and resource planning and a practical knowledge of different sources of funding	Essential
Ability to construct and write funding bids for whole school projects with appropriate support as required	Desirable
Ability to collate data and present it clearly and succinctly to a variety of stakeholders	Essential
Ability to work as part of a team establishing effective working relationships and flexible working practices	Essential
Ability to work under pressure in a constantly changing and demanding environment	Essential
Proven literacy, numeracy and communication skills	Essential
Commitment to the protection and safeguarding of pupils and has up to date knowledge of relevant legislation and guidance relating to child protection and safeguarding	Essential
Personal Qualities	
Be able to lead, motivate and inspire a team	Essential
	Essential

Be highly organised, reliable and have excellent time management skills	Essential
Be self-motivated and able to use initiative	Essential
Understand the need for confidentiality at all times	Essential
Be willing to learn and update skills and knowledge	