

Oak Green School
Person Specification – School Business Manager

Specification	Essential	Desirable
KNOWLEDGE/EXPERIENCE		
Knowledge and experience of financial and budget management procedures within an educational or similar setting.	x	
Knowledge and experience of personnel management/HR.	x	
Knowledge and experience of managing a team, networking and building relationships	x	
Knowledge of relevant legislation (e.g. Equal Opportunities, Health & Safety, Data Protection)		x
Knowledge and understanding of statutory requirements concerning safeguarding, child protection, health and safety and school finance, and impact on school business	x	
Good knowledge of education finances and funding streams	x	
Experience of producing financial reports or SLT, Governors and Local Authority		x
Knowledge and use of Bromcom/FMS Financial systems/primary school systems	x	
Knowledge and understanding of health and safety procedures	x	
Experience of working within a Buckinghamshire or a maintained school		x
Understanding of Consistent Financial Framework (CFR)		x
Experience of facilities maintenance and managing contractors		x
Experience of working with Senior Leaders and a Governing Body		x
Proven experience of strategic planning, budget monitoring, cash management and procurement	x	
QUALIFICATIONS		
Professional Qualification to degree level or equivalent	x	
Level 4/5 School Business Manager qualification or higher	x	
Good English and maths skills (minimum Grade A-C in maths and English GCSE)	x	
Knowledge of Institute of School Business Leadership (ISBL) standards –		x
LEADERSHIP		
Understand how to support and demonstrate commitment to the vision for the further development and improvement of the school	x	
Understand how to support the Co-Headteachers, SLT and Governors in the management of change and improvement in pursuit of strategic objectives	x	
Know how to prioritise, plan, organise, direct and co-ordinate the work of others		x
Ability to devolve responsibilities, delegate tasks and monitor practice to see that are carried out, set standards and provide a role model for others	x	
Ability to deal sensitively with people and resolve conflicts	x	

SKILLS		
Strong financial analytical and management skills	x	
Good IT skills and the ability to produce accurate reports and information for the Co-Head teachers and Governors	x	
Excellent communication and interpersonal skills	x	
Ability to prioritise, work independently under pressure to complete tasks, demonstrating initiative	x	
Ability to develop and maintain efficient record keeping/management information systems, providing accurate records and reports as required that inform non-specialists	x	
Ability to communicate with and build relationships with a wide range of audiences, including other employees within the school, governors, parents, LA and other stakeholders	x	
Ability to negotiate best value	x	
Ability to reconcile priorities, work to tight deadlines and problem solve	x	
Excellent attention to detail	x	
Understanding of GDPR, Data Protection and Cyber Security		x
Demonstrate an ability to contribute towards a safe environment, showing a personal commitment to safeguarding	x	
PERSONAL QUALITIES		
Commitment to acting with integrity, honesty, loyalty, confidentiality and fairness to safeguard the assets, financial probity and reputation of the school	x	
Ability to manage change and work under pressure	x	
Committed to equality and diversity	x	
Committed to own continuing professional development		x
Excellent communication and interpersonal skills	x	
Commitment to a high profile presence in and around the school		x
Ability to foster an open culture where all are valued and treated fairly	x	

Oak Green School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Successful applicants will be subject to qualifications and experience checks and satisfactory references.