

Overstone Combined School
Person Specification - School Business Manager

Expertise	Essential	Desirable
1. Qualifications	<ul style="list-style-type: none"> • Good literacy/numeracy skills (minimum grade A-C in Maths and English GCSE) • Degree / SBM diploma or equivalent. A professional HR/Finance qualification would be considered. 	<ul style="list-style-type: none"> • Safer Recruiting • First Aid • Knowledge of Institute of School Business Leadership (ISBL) standards
2. Knowledge and Experience	<ul style="list-style-type: none"> • Experience of financial operations and budget management within a school environment • Experience and knowledge of budget setting and monitoring • Knowledge and understanding of statutory requirements concerning safeguarding, child protection, health and safety and school finance, and impact on school business of the above • Confidentiality with school matters • Experience of managing and leading staff • Good knowledge of education finances and funding streams • Experience of producing financial reports for SLT, Governors and LA • Experience of managing HR administration within a school environment • Knowledge and use of SIMS/FMS financial systems • Experience of using Microsoft Office programmes and email • Knowledge and understanding of health and safety procedures 	<ul style="list-style-type: none"> • Experience of working within a Buckinghamshire or a maintained school • Experience of managing school extended services and community budgets (e.g. a Nursery) • Understanding of Consistent Financial Framework (CFR) • Experience of estates/facilities maintenance and managing contractors • Demonstrate capacity to be organised and prioritise workloads • Knowledge of HR and payroll systems • Understanding role of governance within a foundation school structure. • Knowledge of using ParentPay/Parentmail/SchoolGrid • Good knowledge of Microsoft Excel
3. Skills	<ul style="list-style-type: none"> • Strong financial analytical and management skills • Good IT skills and the ability to produce accurate reports and information for the Headteacher and Governors • Ability to manage time effectively • Ability to work under pressure to complete tasks to potentially conflicting deadlines, prioritising as necessary • Ability to follow policies and procedures • Ability to work as part of a team 	<ul style="list-style-type: none"> • Understanding of GDPR and Data Protection • Understanding of Cyber Security

4. Personal Characteristics	<ul style="list-style-type: none">• Maintain confidentiality at all times• Able to work on own initiative and be proactive• Excellent communication & interpersonal skills• Punctual and reliable• Able to manage change and work under pressure• Flexible and willingness to undertake duties outside of remit when needed• Willingness to undertake further CPD	
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