

SCHOOL BUSINESS MANAGER - PERSON SPECIFICATION

Essential upon appointment	Desirable on appointment
<p>Knowledge</p> <ul style="list-style-type: none"> ● Detailed knowledge of financial management ● Knowledge of premises management, contract management and HR procedures ● Knowledge of child protection procedures and a commitment to safeguarding pupils ● Understanding of statutory requirements in HR, H&S, estates and educational governance 	<ul style="list-style-type: none"> ● Knowledge of employment legislation ● Knowledge of Health & Safety legislation ● Knowledge of procurement procedures
<p>Experience</p> <ul style="list-style-type: none"> ● Financial management and effective budget management including budget setting and budget monitoring ● Experience managing estates, capital projects, facilities, contracts and budgets ● Experience in an operational management role ● Experience in managing HR functions including recruitment ● Experience ensuring statutory compliance across health and safety, employment and operational policies 	<ul style="list-style-type: none"> ● Experience of working in the educational sector and working with school finances ● Experience as a DPO (Data Protection Officer) ● Experience of project management ● Experience working with external agencies (LA, DFE, HSE) or similar Agencies
<p>Occupational Skills</p> <ul style="list-style-type: none"> ● Strong IT skills including use of accounting software and spreadsheets ● Ability to manage the school budget on both a strategic and day to day level ● Excellent interpersonal skills with ability to maintain strict confidentiality ● Ability to work calmly, flexibly and responsively to adapt to changing priorities and unplanned situations ● Ability to work under pressure and to deadlines ● Report writing skills ● Attention to detail ● Good organisational and time management skills ● Ability to work on own initiative and as part of a team 	<ul style="list-style-type: none"> ● Ability to operate strategically and contribute to organisational development
<p>Qualifications</p> <ul style="list-style-type: none"> ● Good standard of basic education, including maths and English GCSE Grade 5 or equivalent ● Degree or equivalent qualification or significant experience in a relevant discipline (Business Administration, Facilities Management, HR, Education Management) ● Evidence of continuing professional development in operational leadership 	<ul style="list-style-type: none"> ● Professional qualifications in School Business Management, facilities management, HR, health and safety (e.g. NEBOSH, IOSH, CIPD)
<p>Other Requirements</p> <ul style="list-style-type: none"> ● Enhanced DBS clearance ● To be committed to the school's policies and ethos 	

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<ul style="list-style-type: none">● To be committed to Continual Professional Development● Motivation to work with children and young people● Ability to form and maintain appropriate relationships and personal boundaries with children and young people	
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