



Agora Learning Partnership

Person Specification: School Business Manager

Requirements of the Post	Essential	Preferred	Source
Qualifications			
Relevant professional qualifications in business management, finance, or school administration		x	Application
Experience			
Proven experience in a similar role within an educational setting or comparable environment	x		Application
Experience managing administrative and support staff teams	x		Interview
Experience working with school management information systems		x	ApplicationInterview
Familiarity with school governance and working with governing bodies	x		Interview
Knowledge and Skills			
Knowledge of:			
Relevant legislation and compliance requirements (e.g., GDPR, health and safety, safeguarding)	x		ApplicationInterview
Strong knowledge of school financial management, including budgeting, procurement, and audit processes	x		Interview
HR processes within schools, including recruitment and staff management		x	ApplicationInterview
Excellent organisational and administrative skills	x		Application
Able to:			
Manage multiple priorities effectively	x		Interview
Manage a small team, including performance management and staff development	x		ApplicationInterview
Prepare, monitor, and evaluate budgets in conjunction with the Headteacher		x	ApplicationInterview
Personal Qualities and Attributes			
Commitment to the vision and values of the school	x		Interview
High level of integrity and professionalism	x		Interview
Flexible and adaptable approach to work	x		Interview
Commitment to safeguarding and promoting the welfare of children and young people	x		Interview