



Business Manager Person Specification



	Essential	Desirable
Qualifications	<p>Either relevant degree or equivalent professional qualification Or experience in business management, finance, or a related field Evidence of continued professional development GCSE (or equivalent) Grade C/4 or above in English and Mathematics</p>	<p>School Business Management qualification (e.g. CSBM, DSBM, SBL or equivalent) Leadership and management training</p>
Experience	<p>Significant experience in financial management, including budget setting, monitoring, and reporting Experience of leading and managing staff, including performance management Experience of strategic planning and implementing organisational systems Experience of managing change and driving service improvement</p>	<p>Experience working in a school or multi-academy trust Experience of estates or facilities management Experience of managing staff absence and HR processes Experience of working with governing bodies or boards</p>
Knowledge	<p>Understanding of financial management principles, controls, and compliance Knowledge of data protection, GDPR, and confidentiality requirements Understanding of health & safety legislation and risk management Awareness of safeguarding responsibilities in an educational setting</p>	<p>Knowledge of school funding and financial frameworks Understanding of education sector statutory returns (e.g. census) Knowledge of academy trust governance and regulatory requirements</p>
Skills	<p>Strong strategic leadership and decision-making skills Ability to lead, motivate, and develop teams Excellent financial analysis and reporting skills Ability to delegate effectively while maintaining accountability Excellent communication skills, both written and verbal Ability to build positive professional relationships with children, parents, staff, leaders, and governors</p>	<p>Strong organisational and project management skills Ability to design and implement effective systems and processes</p>
Personal Qualities	<p>High levels of integrity, professionalism, and confidentiality Resilient and adaptable, particularly during periods of change or pressure Commitment to high standards and continuous improvement Collaborative and team-oriented approach Ability to challenge constructively and influence at senior level</p>	
Other	<p>Commitment to safeguarding and promoting the welfare of children and young people Willingness to undergo an enhanced DBS check Commitment to equality, diversity, and inclusion</p>	<p>Willingness to contribute to wider school life and ethos</p>

