



School Business Manager – Person Specification May 2026

Requirement	Essential	Desirable
<b>Qualifications/Training:</b>	<ul style="list-style-type: none"> <li>• Education to A level standard (or equivalent).</li> <li>• Good pass in Maths and English GCSE.</li> <li>• Willingness to undertake training towards Diploma of School Business Management</li> </ul>	<ul style="list-style-type: none"> <li>• Diploma of School Business Management or an accountancy qualification equivalent to Level 5 or above</li> </ul>
<b>Experience/Knowledge:</b>	<ul style="list-style-type: none"> <li>• Experience of <b>day-to-day financial management</b>, including budget monitoring</li> <li>• Experience of administrative systems and processes</li> <li>• Experience of managing or supervising staff</li> <li>• Experience of working in a leadership and management role, including leading and managing teams and resources</li> <li>• Setting and managing budgets</li> <li>• Writing and presenting financial reports</li> <li>• Development of administrative and financial procedures</li> <li>• Experience of managing the SCR</li> </ul>	<ul style="list-style-type: none"> <li>• Experience within a <b>Buckinghamshire or local authority school setting</b></li> <li>• Previous school office experience</li> <li>• Experience of HR and premises management</li> <li>• Contract management and procurement.</li> <li>• Understanding of CFR framework</li> <li>• Experience of SIMS/FMS financial systems and processes</li> <li>• Experience working with governing bodies or finance committees</li> <li>• Experience of estates or facilities oversight</li> </ul>
<b>Skills:</b>	<ul style="list-style-type: none"> <li>• Strong financial management and analytical skills</li> <li>• Understanding of budgeting, forecasting, and financial reporting</li> <li>• Knowledge of financial compliance and audit requirements</li> <li>• Demonstrate ability to be proactive and leading in HR administrative processes</li> <li>• Awareness of health &amp; safety and estates management responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of SIMS/FMS Finance.</li> <li>• Understanding of Data Protection and confidentiality</li> <li>• Able to use a variety of online resources and websites</li> <li>• Understanding of health and safety legislation.</li> <li>• Networking skills</li> </ul>

	<ul style="list-style-type: none"> <li>• Excellent organisational and time-management skills</li> <li>• High level of IT competence, including financial systems and spreadsheets</li> <li>• Ability to communicate effectively with a wide range of stakeholders</li> </ul>	
<p><b>Values/Personal Attributes:</b></p>	<ul style="list-style-type: none"> <li>• Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets and reputation of the school</li> <li>• Well organised and efficient</li> <li>• Works well under pressure</li> <li>• Deals with difficult situations effectively</li> <li>• Ability to work to deadlines</li> <li>• Analytical thinking and problem solving</li> <li>• Reliable and flexible</li> <li>• Able to act on own initiative</li> <li>• Maintain confidentiality at all times</li> <li>• Commitment to the safeguarding of children</li> </ul>	