



PERSON SPECIFICATION

Post: School Business Manager

Closing Date: 11th February 2026

	Essential	Desirable	Possible Evidence
Qualifications, Experience and Knowledge	Financial management qualification or equivalent experience with demonstrable competency. Significant experience of being a bursar or business manager. Extensive strategic financial management experience. Evidence of successful management and leadership of diverse teams. Experience of managing procurement, external contractors, suppliers etc. Understanding of the importance of the 'Keeping Children Safe in Education'. Demonstrate the ability to learn and adapt from past experience. Able to meet deadlines. Financial reporting and analysis. Understanding of HR / policies and statutory compliance.	Degree level or equivalent at professional qualification level. Project management qualification or equivalent experience with demonstrable competency. Experience of working in the education sector. Experience of marketing. Anticipates and pre-empts problems based on knowledge and experience. Managing Health and Safety.	Application Form Copies of certificates Letter of application Portfolio Interview
Personal Skills	Ability to persuade, motivate, negotiate and influence. Ability to work and relate harmoniously positively and effectively – providing support and challenge where needed. Ability to relate well to children and adults. Ability to self-evaluate and address own learning and development needs. Energy, commitment, enthusiasm and a flexible approach to working. Excellent written and verbal skills. Good ICT / GDPR skills. Ability to prioritise and to remain calm under pressure. Willing to undertake sometimes extended and variable hours of working including attending governors meetings.	Takes an interest in and is willing to support school events.	Application form Letter of application Portfolio Interview
Other	Able to maintain confidentiality. Able to use initiative, suggest ideas and challenge ways of working. Possess good organisational skills.	Proactive in offering ideas. Sociable & outgoing Sense of humour	Application form Letter of application Portfolio Interview