

**Jubilee Primary School
School Business Manager**

Person Specification

Factors	Essential	Desirable	Assessment Method
Qualifications	At least GCSE grade C maths and English Graduate qualification: Recognised management/business degree or equivalent related professional qualification. School Business Manager specific qualification i.e. Fellow of NASBM, CSBM.DSBM, ADSBM	Data Protection Qualification	Certificates at Selection Event
Training	Evidence of Continuing Professional Development over time and keeping abreast of new legislation	Member of National Association of School Business Management	Application Form Selection Event
Experience	Managing strategic financial plans. Managing budgets, financial reporting, procurement and fixed assets. Managing change projects. Managing teams. Managing HR. Managing H & S.	Experience of managing finance, personnel and pay in a challenging environment Managing within an Educational context Managing at a Senior Management Team level. Managing appraisal Working collaboratively with the governing body	Application Form Selection Event
Knowledge and Skills	Able to deliver services and systems applicable for effective school management. Able to deliver value for money initiatives. Able to understand national & regional educational services and deliver appropriate strategies.	Understanding of educational enterprise issues. Understanding of promoting positive relationships with the wider school community.	Application Form Selection Event

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	<p>Able to lead teams and individuals.</p> <p>Able to strategically influence decision making within the school. Able to use a range of ICT packages.</p> <p>Able to solve urgent problems and multi-task</p> <p>Able to demonstrate organisational ability An excellent understanding of financial compliance and being able to put into practice</p>		
<p>Personal Qualities</p>	<p>Highly developed interpersonal skills including influencing and negotiation skills. Willingness to constructively challenge the work of self and others to continually improve own and team performance. Ability to work under pressure and meet deadlines.</p> <p>Trustworthy and honest</p> <p>Excellent written and verbal communication skills</p>		<p>Application Form Selection Event</p>