

Permanent Full-Time School Business Manager

Person specification

The school business manager will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the school business manager will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

CRITERIA	QUALITIES
Qualifications and training	➤ A degree or other relevant qualification - ideally in accountancy, business management or a related discipline ➤ A school business management qualification (or be prepared to undertake training)
Experience	➤ Successful leadership and management experience in a school, or in a relevant field outside education ➤ Involvement in self-evaluation and improvement planning ➤ Line management experience ➤ Contributing to staff development
Skills and knowledge	➤ Expert knowledge of financial management ➤ Excellent attention to detail ➤ Previous use of Access Finance system (Preferred, but not essential) ➤ Previous use of Scholar Pack or Arbor (Preferred, but not essential) ➤ Effective communication and interpersonal skills ➤ Ability to communicate a vision and inspire others ➤ Ability to build effective working relationships with staff and other stakeholders ➤ Understanding of data protection and confidentiality
Personal qualities	➤ Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils ➤ Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school ➤ Ability to work under pressure and prioritise effectively ➤ Commitment to maintaining confidentiality at all times ➤ Commitment to safeguarding and equality ➤ Embraces change well ➤ Deals with difficult situations effectively