

SCHOOL BUSINESS MANAGER PERSON SPECIFICATION

School:	Seven Stars Primary School
Job Title:	School Business Manager 1
Reports to:	The Headteacher
Grade:	Grade 8

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview / Task
QUALIFICATIONS AND TRAINING				
1.	5 GCSE's grade A-C or Equivalent	E	✓	
2.	School Business Manager specific qualification i.e. DSBM, CSBM or willingness to undertake.	E	✓	
3.	Evidence of continuous Professional Development	E	✓	✓
EXPERIENCE				
4.	Managing strategic financial plans	E	✓	✓
5.	Managing budgets, financial reporting, procurement and fixed assets.	D	✓	✓
6.	Being responsible for statutory school returns (e.g. whole school and workforce census)	D	✓	
7.	Managing Health & Safety and HR Processes	D	✓	✓
8.	Managing projects.	D	✓	✓
9.	Experience of developing effective administrative systems and procedures.	E	✓	✓
10.	Managing within an educational environment.	D	✓	
11.	Managing at a Senior Management Team level.	D	✓	
KNOWLEDGE, SKILLS and COMPETENCIES				
12.	Able to deliver services and systems applicable to effective management.	E		✓
13.	Able to deliver value for money initiatives.	E	✓	✓
14.	Able to lead teams and individuals.	D	✓	
15.	Able to strategically influence and advise decision making within the school.	D		✓

16.	Able to use a range of ICT packages.	E	✓	✓
17.	Understanding of promoting positive relationships with the wider school community.	D	✓	
18.	Secure knowledge of financial standards, and financial procedures and regulations in schools.	D	✓	✓
19.	Ability to take a problem solving approach to tasks and develop well thought through, valid and financially sound solutions.	E		✓
20.	Ability to be flexible and able to respond to the unexpected in a calm and reassuring manner.	E	✓	
21.	Ability to build and maintain effective working relationships with a wide variety of people.	E		✓
22.	Ability to maintain strict confidentiality in all matters.	E	✓	
23.	Willingness to keep up to date on all relevant policy and procedures in line with the duties identified in the job description and any other educational development.	E	✓	✓
PERSONAL QUALITIES				
24.	Highly developed interpersonal skills	E	✓	
25.	Willingness to constructively challenge the work of self and others to continually improve own and team performance.	E		✓
26.	Ability to work under pressure and meet deadlines.	E	✓	✓
27.	Commitment to the development of the school.	E		✓
28.	Committed to the professional development of colleagues and self.	E		✓