

PERSON SPECIFICATION

JOB TITLE: School Business Manager

Attributes	Essential	Desirable
Education/Qualifications	Educated to GCSE "A" level standard with GCSE Maths and English at Grades A*-C or equivalent	School Business Manager specific qualification i.e CSBM, DSBM, ADSBM or MSc School Business Management
Experience	Managing strategic financial plans. Managing budgets, financial reporting, procurement and fixed assets. Managing change projects. Managing Teams. Managing HR. Managing H&S	Managing within an educational environment. Managing at a Senior Management Team Level.
Skills/Knowledge/Aptitude	Good interpersonal skills Able to deliver services and systems applicable for effective school management. Able to deliver value for money initiatives.	Ability to promote positive relationships within the wider school community.



	<p>Able to understand national and regional education services and deliver appropriate strategies.</p> <p>Able to lead teams and individuals.</p> <p>Able to strategically influence decision making within the school.</p> <p>Able to use a range of ICT packages, preferable SIMS and FMSis.</p>	
Training	Evidence of Continuing Professional Development.	Member of National Association of School Business Management
Personal Qualities	<p>Highly developed interpersonal skills including influencing skills.</p> <p>Willingness to constructively challenge the work of self and others to continually improve own and team performance.</p> <p>Ability to work under pressure and meet deadlines.</p>	

