

PERSON SPECIFICATION: School Business Manager

ATTRIBUTES/ REQUIREMENTS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EDUCATION, QUALIFICATIONS AND VOCATIONAL TRAINING	<ul style="list-style-type: none"> Working towards the Certificate of School Business Management (SBM) Level 4 or alternatively - NVQ Level 4 or better equivalent relevant qualification (management/finance) and be prepared to undertake training for SBM Willingness and ability to obtain and/or enhance qualifications and training for development in the post Excellent literacy / numeracy / oracy skills, 5 GCSE's Grade C minimum including English and Maths 	<ul style="list-style-type: none"> SBM Qualification Level 4/5 or NCSL Certificate of School Business Management or equivalent Management Qualifications 	<ul style="list-style-type: none"> Certificates Application Form Interview
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> Proven experience in a school/academy or business environment where skills are transferable Sound knowledge of SIMS.net and SIMS FMS or similar accounting software Experience of managing budgets 	<ul style="list-style-type: none"> Experience of SIMS Finance Experience of managing staff Ability to deploy staff effectively Proven experience of managing a diverse team 	<ul style="list-style-type: none"> Application Interview
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> Expert use of ICT software e.g. Word, Excel, SIMS and SIMS FMS Excellent literacy and numeracy skills Knowledge of school policies and procedures Sound knowledge of procedures for recruitment and personnel issues Understanding the principles of Value for Money and academy finance Problem solving to identify priorities and acting accordingly. Ability to soundly judge and de-escalate situations when necessary 	<ul style="list-style-type: none"> Experience of SIMS Finance Current Safer Recruitment certification To lead appraisal for non teaching staff 	<ul style="list-style-type: none"> Application Interview References
PERSONAL CHARACTERISTICS	<ul style="list-style-type: none"> Self-motivated with a 'can do' attitude Ability to demonstrate excellent working relationships with staff, pupils, parents and all stakeholders Ability to form effective decisions Ability to act on own initiative with a flexible approach Confident and articulate communicator Ability to meet deadlines 		<ul style="list-style-type: none"> Application Interview References
PHYSICAL ATTRIBUTES	<ul style="list-style-type: none"> As assessed and advised by Health and Well Being 		<ul style="list-style-type: none"> Medical Questionnaire Medical examination

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ADDITIONAL FACTORS	<ul style="list-style-type: none"> • A requirement to work additional or some flexible hours as agreed during term-time to meet the needs of the school • Required to attend some Local Governing Board meetings and take minutes where requested. • To attend with the Headteacher those meetings where either a witness or the taking of minutes is deemed appropriate for the situation 		<ul style="list-style-type: none"> • Interview
CONTRA-INDICATORS	<ul style="list-style-type: none"> • A satisfactory enhanced check being undertaken by the DBS • <u>Suitable references which will be requested prior to interview</u> in line with Safer Recruitment guidelines. 		

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