**School Business Manager Person Specification**

|  |
| --- |
|  |
| **Criteria** | **Essential** | **Desirable** |
|  |  |  |
| A level education |  | X |
| Certificate in school business management |  | X |
| Experience of working in a school | X |  |
| Previous experience of finance and personnel in an office environment | X |  |
| Previous experience of managing a school budget | X |  |
| Experience of supervising/managing staff | X |  |
| Experience of facilities and/or health and safety management |  | X |
| Experience of leading a team | X |  |
| Experience of property management |  | X |
| **Skills and Abilities** |
| Ability to think clearly, incisively and strategically | X |  |
| Ability to maintain and improve effective systems for the smooth running of the organisation | X |  |
| Ability to manage resources, including human, physical and financial resources | X |  |
| Knowledge of health and safety |  | X |
| Understanding of school’s legal, regulatory and ethical statutory obligations |  | X |
| Confident user of standard IT  | X |  |
| **Work Related Personal Qualities** |
| Ability to establish and develop positive relationships with all those involved in the organisation | X |  |
| Organised and methodical approach | X |  |
| Flexible and approachable | X |  |
| Enthusiastic and engaging approach to other staff | X |  |
| Ability to work collaboratively as part of a team and on own initiative | X |  |
| Creative in problem solving and willing to take on and try new approaches and ideas | X |  |
| Resilient under pressure | X |  |
| Demonstrates integrity and confidentiality | X |  |
| **Other Work Related Requirements** |
| Committed to the development of the professional and personal wellbeing of all staff | X |  |
| Understanding of child protection and safeguarding | X |  |