



School Business Manager

Person Specification

PERSON SPECIFICATION	Essential	Desirable	How Identified
AF – Application Form CQ – Certificate of Qualification I – Interview			
Qualifications and Training			
5 A-C GCSE's or equivalent-including English and maths	X		A
School Business management qualification e.g CSBM, DSBM, ASDBM or working toward	X		A
Relevant degree or equivalent qualification	X		A
Member of NASBM		X	A/I/R
Participation with other schools / agencies		X	A/I/R
Experience of leading CPD activities for others		X	A/I/R
Relevant Experience			
Experience of managing and leading a diverse team, including monitoring work, setting objectives, undertaking performance management, discipline, absence control	X		A/I/R
Experience of managing a school budget	X		A/I/R
Substantial amount of work experience in a relevant organisation	X		A/I/R
Financial reporting, procurement and fixed assets	X		A/I/R
Managing change projects	X		A/I/R
Understanding data protection legislation	X		A/I/R
Experience in managing school human resources including knowledge of managing employment contracts	X		A/I/R
Experience of managing and leading a diverse team, including monitoring work, setting objectives, undertaking performance management, discipline, absence control	X		A/I/R
Experience of managing employment contracts /service level agreements	X		A/I/R
Experience of successful working with a Governing Body	X		A/I/R



Knowledge and Skills			
Proven ability to think clearly, incisively and strategically	X		A/I/R
Proven ability to communicate effectively with all stakeholders	X		A/I/R
Proven ability to set high standards and to provide a focus for improvement	X		A/I/R
To manage, monitor and evaluate the impact of change	X		A/R
To maintain and enhance effective systems for the smooth running of a complex school	X		A/R
Understanding the role of ICT in school administration	X		A/R
Knowledge of Health & Safety management in a school	X		A/R
Knowledge of premises compliance and management	X		A/R
Proven ability to contribute towards the schools self-evaluation and to implement the School Development Plan		X	A/R
Knowledge of ICT developments that can support the effective and efficient running of the school		X	A/R
Managing Health & Safety		X	A/R
Personal Qualities			
Willingness to constructively challenge the work of self and others to continually improve own and team performance	X		A/I/R
Proven ability to deal sensitively with people and to resolve conflicts	X		A/I/R
Flexible and approachable	X		A/I/R
Resilient under pressure and can work to deadlines	X		A/I/R
Positive and energetic approach to work	X		A/I/R
Committed to the development of the professional and personal wellbeing of all staff	X		A/I/R
Safeguarding			
Understanding and commitment to safeguarding procedures within a school environment	X		AF/I
Understanding of Data Protection	X		AF/I

