



School Business Manager - Person Specification

JOB REQUIREMENT		Essential	Preferred	* How assessed
Qualifications, knowledge and experience	Relevant Level 3 Qualification (or equivalent).	√		A
	A good standard of general education, including a minimum of a level 2 qualification in literacy and numeracy	√		A
	Management qualification or equivalent experience.		√	A
	Demonstrable experience of working in a school business manager role (or the ability to demonstrate relevant transferrable skills)	√		A, I
	Excellent ICT skills including a good working knowledge of Microsoft 365 Applications i.e. Word, Excell, Outlook, Teams etc	√		A
	Knowledge of databases and the ability to learn how to use new systems to record and manipulate data.	√		A & I
	Previous experience of working in a role which requires a high level of attention to detail.	√		A & I
	Experience of working confidentially, in line with data protection requirements.	√		A & I
	Experience of budget monitoring and financial administration tasks		√	A & I
	Previous experience of working in an Education setting		√	A
	Experience of working in a customer focused environment, responding to customers quickly, accurately and professionally.	√		A & I
	Experience of minuting meetings.		√	A & I
Personal and interpersonal	Leading & Deciding - Deciding & Initiating Action Makes prompt, clear decisions which may involve tough choices or considered risks; Takes responsibility for actions, projects and people; Takes initiative, acts with confidence and works under own direction; Initiates and generates activity	√		I
	Leading & Deciding - Leading & Supervising Provides others with a clear direction; Sets appropriate standards of behaviour; Delegates work appropriately and fairly; Motivates and empowers others; Provides staff with development opportunities and coaching	√		I
	Supporting & Co-operating - Working with people Demonstrates an interest in and understanding of others; adapts to the team and builds team spirit; recognises and rewards the contribution of others; listens, consults others and communicates proactively; supports and cares for others; develops and openly communicates self-insight.	√		I
	Interacting & Presenting - Relating and Networking Establishes good relationships with customers and staff; builds wide and effective networks of contacts inside and outside the organisation; relates well to people at all levels; manages conflict; uses humour appropriately to enhance relationships with others.	√		I
	Organising & Executing - Delivering results and meeting customer expectations focuses on customer needs and satisfaction; sets high standards for quality and quantity; monitors and maintains quality and productivity; works in a systematic, methodical and orderly way; consistently achieves goals.	√		I
	Organising & Executing - Planning & Organising Sets clearly defined objectives; Plans activities and projects well in advance and takes account of possible changing circumstances; Manages time effectively; Identifies and organises resources needed to accomplish tasks; Monitors performance against deadlines and milestones	√		I
	Adapting and Coping - Coping with pressures and setbacks Works productively in a pressurised environment; keeps emotions under control during difficult situations; balances the demands of a work life and a personal life; maintains a positive outlook at work; responds well to feedback and learns from it.	√		I
Child Protection	A commitment to the responsibility of safeguarding and promoting the welfare of young people.	√		I
	Enhanced DBS disclosure (<i>to be completed by preferred candidate following interview</i>).	√		C
	Willingness to undertake safeguarding training when required.	√		I

* A = application, C = clearances, I = interview, T = task