

SCHOOL BUSINESS MANAGER PERSON SPECIFICATION

CRITERIA (E=Essential, D= Desirable)		HOW IDENTIFIED
Qualifications	E D	Application Form
<ul style="list-style-type: none"> Degree or equivalent CCAB qualified (i.e. ACA, ACCA, CIMA or CIPFA) 		
Leadership	E E	Application Form / Interview / Assessment
Support <ul style="list-style-type: none"> demonstrate commitment to the vision for the further development and improvement of the school the Headteacher and governors in the management of change and improvement in pursuit of strategic objectives 		
Skills	E E E E E	Application Form / Interview / Assessment
<ul style="list-style-type: none"> Excellent communication and interpersonal skills and ability to work independently, demonstrating initiative 		
<ul style="list-style-type: none"> Ability to develop and maintain efficient record -keeping/management information systems, providing accurate records and reports as required 		
<ul style="list-style-type: none"> Ability to lead and manage staff effectively and sensitively and to lead by example 		
<ul style="list-style-type: none"> Ability to manage projects from inception to completion, meeting deadlines 		
<ul style="list-style-type: none"> Ability to reconcile priorities, work to tight deadlines and problem solve 		

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Experience <ul style="list-style-type: none"> • strategic planning, budget monitoring, cash management and forecasting, procurement • producing a variety of financial/management reports including the production of statutory accounts from a trial balance • successfully networking and building relationships with other organisations or institutions • management of teams and change projects • ensuring compliance e.g. in Health & Safety, Data Protection, Construction (Design and Management Regulations) 	E E E E D	Application Form / Interview / Assessment Application Form
Knowledge <ul style="list-style-type: none"> • by having an in depth knowledge and understanding of the wider educational agenda including current national policies and educational issues as well as the statutory and legal framework governing the operation of an academy • budget management and a range of financial systems and computer applications • relevant policies, legislation and codes of practice in Finance (e.g. Charity SORP, Companies Act) • relevant policies, legislation and codes of practice in data protection, Building and Health & Safety 	E E D D	Application Form / Interview / Assessment Application Form / Interview / Assessment Application Form / Interview Application Form / Interview
Personal Qualities <ul style="list-style-type: none"> • to have high expectations and personal integrity with ability to promote the values of the school • to be astute and perceptive with strong analytical skills • to be innovative with the ability to articulate a vision, empower others to take forward and demonstrate motivational leadership skills • to be proactive, innovative and versatile with a high level of drive, energy, enthusiasm and resilience • to be self aware and open to change • to be able to relate empathetically to staff, students, governors and the wider school community • to be able to prioritise, plan and organise effectively 		Application Form / Interview / Assessment