**PERSON SPECIFICATION**

**SCHOOL BUSINESS MANAGER**

**QUALIFICATIONS**

**Essential**

Education to NVQ Level 3 or comparable

**Desirable**

Educated to NVQ4 or above in a business or administration or IT vocational qualification.

Ideally hold or be working towards the Certificate in Business Management or the Diploma in Business Management (or be willing to work towards)

Health & Safety Qualification e.g. IOSH

Knowledge of GDPR requirements

**SKILLS/KNOWLEDGE**

**Essential**

A skilled multi-tasking individual who can hold a number of tasks in operation at the same time and can securely switch between them as the need/contingencies of the day require.

The ability to apply alertness and concentration e.g. in the production of financial reports and forecasts. The ability to work in an environment where there are likely to be interruptions (e.g. from other staff and pupils)

Skilled in the application of financial planning and budget planning/monitoring and forecasting requirements. This includes the planning of financial information over months/across year e.g. annual expenditure/budget/staff work programmes

Excellent communications skills both orally and in writing – and including numeracy skills for the production of reports with financial information and focus

Attention to detail and accuracy and a personal pride in the delivery of a first class service.

Knowledge of financial planning and budget setting principles and practices.

Presenting information (often of a complex nature) in a succinct manner which will assist the understanding of audiences who may not be specialists in the area (e.g. producing information for school governors)

Skilled in the ability to demonstrate initiative and independence in the setting of own work priorities and scheduling – and that for the team of administrative and finance staff being managed.

Strong negotiating and influencing skills as required by the manager of a team of staff

Ability to apply tact and diplomacy to diffuse conflict

Ability to advise teaching and support staff and governors of the value of policies and procedures in clear and plain language which wins their support and co-operation.

Skilled user of manual records and IT systems for the recording of confidential information, personal and personnel records and budgetary information

Skilled user of Microsoft packages to intermediate level or above (Word, Excel, and PowerPoint)

**Desirable**

Skilled in the application of financial planning and budget planning/monitoring and forecasting requirements ideally in a school/academy environment.

Knowledge of the current national schemes and requirements in the financial reporting and budget setting requirements as they apply to Academies.

Knowledge of financial planning and budget setting principles and practices particularly as they relate to the operation of a large Primary school and within the Academies sector

Knowledge and understanding of the role of school governors in relation to the areas affected by of school business management activities

Direct application of knowledge gained concerning the setting and monitoring of staff performance targets and objectives

**EXPERIENCE**

**Essential**

Using IT based systems for the financial and budgetary planning and forecasting of a service delivery area.

Holding direct personal responsibility for the monitoring of budgets – particularly those relating to office based services (e.g. reprographics, stationery, utilities).

Significant experience of working in personal contact situations with clients/customers and the delivery of a responsive front-line service to them.

Direct and extensive experience of the operational systems put in place to ensure document and information confidentiality.

Experience of working in one or more roles involving multi-tasking and the management of strict deadlines for both internal and external audiences.

Managing at least one other person in the delivery of their role

Previous use of general project management skills and research techniques in the production of reports or recommendations

**Desirable**

Line and Performance management of a team of employees across discrete areas of responsibilities.

Experience of Customer care standards and team-building activities in a front line personal office service environment

Awareness of Data Protection and Freedom of Information Act requirements as they relate to the education sector.

Previous application of coaching and mentoring skills and the carrying out of induction training for new members of staff.

Knowledge of OFSTED and EFA requirements as they impact upon the preparation and reporting work required in schools.

Giving advice, guidance and recommendation to senior managers at Headteacher or Management Board level

Applying Child Protection and Safeguarding Policies and Practices

Acting as part of a management team (ideally school management team) in influencing decisions and policies as they apply to school business management