

Person Specification – School Business Manager

Essential	Desirable
Qualifications and Experience	
<ul style="list-style-type: none"> • GCSEs in English and Maths (Grade c and above). • High standards in English – literacy and communication. • Qualification in business skills to NVQ Level 3. • Working towards NVQ Level 4 or willing to train to at least Level 4, as a School Business Manager. • Desire to learn, drive own CPD and attend training. 	<ul style="list-style-type: none"> • A levels or University degree in relevant subject. • Experience of working in a school environment. • A School Business Management qualification, ideally NVQ Level 4.
Knowledge and Understanding	
<ul style="list-style-type: none"> • Experience of using strategic vision and plans to inform change for improvement. • Knows and understands the context of our school and local connections in the community. • Experience of working in finance, having made a positive contribution to effective use of budgets and seeking value for money. Able to seek additional funding. • Experience of working within a human resources/personnel role, demonstrating positive outcomes in standards and effectiveness, as well as safeguarding other's personnel and employment rights. • Experience and working knowledge of health and safety compliance, with accountability to keep everyone safe. • Experience of leading teams, through performance management, liaising with contractors and reaching final aims. • Evidence of planning and putting systems into place to check, monitor and review standards are in place. • Know and understand that the aims and outcomes of the job role, directly affect the future outcomes of our pupils. 	<ul style="list-style-type: none"> • Previously worked as a School Business Manager or Senior Leader. • Knowledge and understanding of the primary education system. • Primary teaching and learning experience. • Willing to join networks and train in specific areas of the job role.
Personal Qualities	
<ul style="list-style-type: none"> • Support and own our school vision and values. • Able to build positive working relationships with all stakeholders. • Display a positive, calm and 'can do' attitude with a flexible and adaptable approach to work. • Has a "growth-mindset" and knows that with improvement comes change. • Professional, personable, helpful and friendly manner; able to provide excellent service for our stakeholders. • Be a responsible, sensible and accountable member of the team. • Be honest, trustworthy and conscientious. • Works well as part of a team, motivating and inspiring others as a role model. • Able to use initiative and work alone on tasks and projects. • Punctual, organised with good time management skills. • Motivated to improve pupil outcomes and works well in a child-centred environment. 	
Expected Behaviours	
<ul style="list-style-type: none"> • Professional manner when attending meetings with Senior Leaders, Governors and other Staff members, as directed. • Be reflective, evaluative and able to offer solutions in a positive, cost effective way. • Has a good understanding of the need for strict confidentiality and integrity in carrying out duties; upholding statutory duties. • Possesses high standards and expectations for all outcomes. • Follows school policies and procedures including safeguarding, health and safety as well as other agreed guidance. • Brings any concerns to the Senior Leadership team. • Follows the Professional Standards for School Business Managers and has a high regard for personal and professional conduct. 	<ul style="list-style-type: none"> • Awareness of equalities and anti -discriminatory practices. • Understanding of wider range of policies, practise and awareness of relevant legislation.