

Person Specification Business Manager

	Detail	Examples
Qualifications & Experience	Specific qualifications and experience	Diploma / Certificate in School Business Management, AAT, CSBM, DSBM or an appropriate, equivalent financial professional qualification Successful management experience Experience working in a school financial environment
	Knowledge of relevant policies and procedures	Understanding of the EFSA and DofE financial systems and procedures (training will be provided) A detailed working knowledge of SIMS/FMS A detailed working knowledge of payroll, personnel and employment issues
	Literacy	Good pass in English GCSE (or equivalent)
	Numeracy	Good pass in Maths GCSE (or equivalent) The ability to prepare, monitor, evaluate and review the budget Preparation, understanding and interpretation of all financial data
	Technology	Thorough working knowledge of ICT and the software relating to finance
Communication	Written	Ability to complete complex returns, write complex letters and reports
	Verbal	Ability to exchange complex information clearly and sensitively Ability to address SMT and Governing Body meetings professionally
	Negotiating	Ability to negotiate effectively to achieve best outcomes Ability to manage difficult or controversial exchanges
Working with children	Behaviour Management	Understand and implement the school's Behaviour Management Policy, as required Supports and models the ethos of the school
	SEN	Understand and implement the school's SEN Policy, as required
	Curriculum	Basic understanding of the learning experience provided by the school in relation to the role
	Child Development	Basic understanding of child development in relation to the role
	Health & Well being	Understand the importance of physical and emotional wellbeing
Working with others	Working with partners	Ability to define clear working guidelines
	Relationships	A warm natured person with highly developed interpersonal skills The ability and personal qualities to motivate staff The ability to communicate well with the Senior Leadership Team, staff, children and parents of the school The ability to receive, as well as give, constructive advice
	Team work	Ability to work well in a team, both as a member and leader Flexible, hardworking, committed and responsive to change

	Information	Develop and implement effective systems to share and safeguard information
Responsibilities	Organisational skills	Is proactive, thorough and accurate in work activities Experience of strategic planning activities and the development of business plans Experience of financial planning, financial management and budgetary control within an organisation The ability to plan at both tactical and strategic levels
	Line Management	Experience of leading, managing and motivating a team of staff Offer dynamic and effective leadership
	Time Management	Be well organised, have a high level of initiative and be able to delegate effectively and appropriately Ability to prioritise workloads in order to ensure that tight, strict deadlines are met
	Creativity	Demonstrate a highly creative approach to work Is innovative and entrepreneurial; can anticipate problems, devise solutions and resolve complex problems independently
General	Equalities	Demonstrate commitment to treating all people fairly Is approachable for all staff, children and parents
	Health & Safety	Excellent understanding of Health and Safety
	Child Protection	Understand and comply with Child Protection procedures
	Confidentiality/Data Protection	Understand and comply with procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Able to effectively evaluate own performance Ability to transfer new knowledge to the workplace