**Person Specification – Business Manager**

**Ingrave Johnstone C of E Primary School**

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| Person SpecificationBusiness Manager (LGM) | Detail | Examples |
| Qualifications & Experience | Specific qualifications & experience | Diploma / Certificate in School Business Management, AAT, ACCA, or an appropriate, equivalent financial professional qualificationSuccessful management experienceConsiderable experience working in a school financial environmentAn understanding of primary school ethos |
| Knowledge of relevant policies and procedures | Understanding of the LA and DfE 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 budgetPreparation, 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 sensitivelyAbility to address SMT and Governing Body meetings |
| Negotiating | Ability to negotiate effectively to achieve best outcomesAbility to manage difficult or controversial exchanges |
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| Working with children | Behaviour Management | Understand and implement the school’s Behaviour Management Policy, as required |
| 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 | The ability and personal qualities to motivate staffThe ability to communicate well with all members of the school community, including parentsThe ability to receive, as well as give, constructive advice |
| Team work | Ability to work well in a team, both as a member and leader |
| Information | Develop and implement effective systems to share and safeguard information |
| Responsibilities  | Organisational skills | Experience of strategic planning activities and the development of business plansExperience of financial planning, financial management and budgetary control within an organisationThe ability to plan at both tactical and strategic levels |
| Line Management | Experience of leading, managing and motivating a team of staffOffer dynamic and effective leadership |
| Time Management | Be well organised, have a high level of initiative and be able to delegate effectively and appropriatelyAble to ensure that tight, strict deadlines are met |
| Creativity | Demonstrate a highly creative approach to workAble to resolve complex problems independently |
| General | Equalities | Demonstrate commitment to treating all people fairly |
| 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 roleAble to effectively evaluate own performance Ability to transfer new knowledge to the workplace |