

## PERSON SPECIFICATION & ASSESSMENT SCHOOL BUSINESS MANAGER

JOB REQUIREMENTS	Essential	Desirable	Method of Assessment I/T/A*
<b>Qualifications</b>			
A degree in a relevant subject	✓		A
School Business specific qualification i.e. DSBM, CSBM, ADSBM or MSc. School Business Management		✓	A
Evidence of continuing professional development	✓		A
Member of the Institute of School Business Leadership		✓	
<b>Experience</b>			
Managing strategic financial plans	✓		A/T/I
Managing budgets, financial reporting, procurement and fixed assets	✓		A/T/I
Managing change projects	✓		A/I
Managing Health and Safety	✓		A/I
Managing within an educational environment		✓	A/I
Managing at a Senior Team level		✓	A/I
Using accounting software and budget planning	✓		A/I
<b>Skills, Knowledge and Understanding</b>			
Able to deliver services and systems applicable for effective school management	✓		A/T/I
Able to deliver value for money initiatives.	✓		A/T/I
Able to understand national & regional educational services and deliver appropriate strategies	✓		
Able to strategically influence decision making within the school	✓		A/I
Able to use a range of ICT packages	✓		A/I
Understanding of educational enterprise issues		✓	A/I
Understanding of promoting positive relationships with the wider school community		✓	A/I
A sound understanding of the processes of school improvement	✓		A/I
Proven administrative and organisational skills	✓		A/I
Ability to communicate effectively and appropriately with all stakeholders, and to be able to prepare reports, profiles and maintain clear and comprehensive records	✓		A/I

A commitment to raising achievement and life chances for pupils in our community through sound financial and operational management	✓		A/I
An understanding of target setting and action plans	✓		A/I
An understanding of the principles involved in being a successful leader as well as team member	✓		A/I
An understanding of the importance of emotional intelligence in managing oneself and others	✓		A/I
High quality oral and written skills	✓		A/I
<b>Personal qualities</b>			
An ability to maintain professional integrity even when under pressure	✓		A/I
A commitment to honesty and emotional intelligence	✓		A/I
Flexibility	✓		A/I
Resilience	✓		A/T/I
An ability and desire to work in a high challenge and low threat way	✓		A/T/I
<b>Other Requirements</b>			
A commitment to on-going personal development and willingness to undertake appropriate training	✓		A/I
Appointment to the post is subject to a satisfactory enhanced DBS check	✓		
This post is exempt from section 4(2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18. Applicants are not entitled to withhold information about convictions, which would be regarded as spent for other purposes.	✓		

\*I - Interview T – Test/Presentation A - Application Form