

## PERSON SPECIFICATION

## School Business Manager Level 3

## Grade 9 – SCP 34-38

## Note to Applicants

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.**

- The *Essential* Criteria are for the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.
- The *Desirable* Criteria are used to help decide between candidates who meet **ALL** the Essential Criteria.
- The *How Identified* column shows how the Council will obtain the necessary information about you.
- If the How Identified column says the Application Form next to an Essential Criteria or a Desirable Criteria, you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.
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ATTRIBUTES	ESSENTIAL	HOW IDENTIFIED	DESIRABLE	HOW IDENTIFIED
<b>QUALIFICATIONS AND EXPERIENCE</b>	<ul style="list-style-type: none"> <li>To possess GCSE English and Mathematics at Grade A*- C, or GCSE Level 9-4, or a Level 2 qualification in Literacy and Numeracy.</li> <li>To possess a degree level qualification – <b>Level 6</b> or above in a relevant discipline e.g. <b>&lt;Delete as appropriate&gt;</b> <ol style="list-style-type: none"> <li>Business and Administration</li> <li>Accountancy (CCAB/AAT)</li> <li>Diploma in Human Resource Management (CIPD)</li> <li>Diploma in School Business Management (NCSL)</li> </ol> </li> <li>At least 5 years' experience of a range of financial responsibilities including managing a significant budget in line with the job description, accounting for cash and preparing accounts.</li> <li>At least 5 years' experience of working in a school environment with large financial management responsibilities, along with successful experience of a range of income generation.</li> <li>At least 5 years' experience of development, management and</li> </ul>	<p><b>Application Form/Checking of Certificates</b></p>          <p><b>Application Form/Interview Test/presentation at interview</b></p>	<ul style="list-style-type: none"> <li>Possess or have a willingness to achieve the European Computer Driving Licence (ECDL) or equivalent.</li> <li>First Aid Certificate. <b>&lt;Please delete if not required&gt;</b></li> <li>Experience of working with children in a paid or voluntary capacity</li> </ul>	<b>Application Form/Checking of Certificates</b>

	<p>operation of administrative systems, including taking accurate minutes.</p> <ul style="list-style-type: none"> <li>• Extensive experience of line management of staff.</li> </ul>			
<p><b>SKILLS AND KNOWLEDGE</b></p>	<ul style="list-style-type: none"> <li>• Understanding and knowledge of the importance of safeguarding / child protection when working in a school setting.</li> <li>• Have a full understanding and knowledge of the legislative framework for schools and education</li> <li>• To be able to demonstrate strong effective leadership and management skills with experience of strategic planning including business planning and the ability to make a strategic contribution to the schools leadership team</li> <li>• To be able to demonstrate strong leadership skills and have the experience of identifying clear goals and deliver positive outcomes through effective performance management arrangements</li> <li>• Knowledge of data protection and understanding of the importance of maintaining confidential information.</li> <li>• Full working and in depth knowledge of relevant policies/codes of practice and legislation</li> <li>• In depth knowledge of financial management, financial regulations and good finance practice.</li> <li>• Ability to interpret advice/statute and devise policy/practice in the light of these.</li> <li>• Ability to evaluate and develop administrative systems to create more efficient practises.</li> </ul>	<p><b>Application Form/Interview Test/presentation at interview</b></p>		<p><b>Application Form/Interview</b></p>
<p><b>SKILLS AND KNOWLEDGE</b></p>		<p><b>Application Form/Interview Test/presentation at interview</b></p>		

	<ul style="list-style-type: none"> <li>• Strong analytical skills to interpret a range of legislation and regulations and experience of developing innovative solutions to complex issues.</li> <li>• Ability to effectively present complex written and verbal information to a variety of audiences (internal and external).</li> <li>• Fully competent in the use of IT packages e.g. Microsoft Word, Excel, Access and Outlook</li> <li>• Excellent communication, negotiation and persuasion skills, with internal and external audiences.</li> <li>• Ability to work as part of team, understanding schools roles and responsibilities and your own position within these.</li> <li>• Ability to organise, lead and manage a multi-disciplinary team effectively.</li> <li>• Ability to promote a positive ethos and be an effective role model.</li> <li>• Highly organised and able to prioritise tasks, handle conflicting priorities and meet deadlines within a busy environment.</li> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities.</li> <li>• Ability to relate well to children and adults.</li> </ul>			
<b>SPECIAL WORKING CONDITIONS</b>	<ul style="list-style-type: none"> <li>• Ability to attend meetings out of school hours.</li> <li>• Willingness to participate in relevant training and development opportunities.</li> <li>• Flexible in approach and able to meet the changing demands of the role.</li> <li>• The ability to converse at ease with customers and service users and provide</li> </ul>	<b>Application Form/Interview</b>		

	advice in accurate spoken English.			
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