

## Person Specification

**Job Title:** School Business Manager

**Directorate:** Children, Learning & Young People

**Service:** Schools

**Location:** Whitmore Park Primary School

**Grade:** 8

**Job Code:** L3952D

	<b>Job Requirements</b>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Understanding and awareness of education issues and developments</li> <li>• Understanding and awareness of National Teaching Schools</li> <li>• Knowledge and understanding of school financial principles and controls, budget planning and management procedures and accounting techniques</li> <li>• Knowledge and understanding of premises management and contracts legislation</li> <li>• Knowledge and understanding of HR principles and procedures, and an awareness of employment law</li> <li>• Knowledge and understanding of health and safety legislation and requirements, including risk assessment tools</li> <li>• Comprehensive knowledge of administrative systems and working practices</li> </ul>
<b>Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>• Ability to be a key team member</li> <li>• Excellent written and verbal communication skills</li> <li>• Ability to plan and prioritise workload to meet conflicting deadlines</li> <li>• Ability to analyse and interpret complex information and solve problems</li> <li>• Excellent ICT skills and ability to use a range of ICT packages</li> <li>• Good negotiation skills in order to negotiate contracts with suppliers</li> <li>• Ability to work independently and to act on own initiative</li> <li>• Ability to cope well with pressure and keep calm in stressful situations</li> <li>• Ability to motivate and manage personnel – including allocation of tasks, delegation and management of support staff</li> <li>• Ability to liaise and communicate effectively with pupils, parents, users and other visitors</li> <li>• Ability to conduct interviews for support staff appointments and associated work related to writing job descriptions, person specifications and advertisements</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to evaluate staffing and financial information and make recommendations in relation to policy issues</li> <li>• Ability to maintain absolute confidentiality and integrity</li> <li>• Understanding of promoting positive relationships with the wider community</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Successful educational background at Leadership level</li> <li>• Administrative experience in a management capacity, including responsibility for financial and Human Resources matters</li> <li>• Experience of managing staff</li> <li>• Experience in finance including the development, management and operation of financial management systems</li> <li>• Experience of budget management including account reconciliation and the ability to produce, analyse and evaluate financial reports/information</li> </ul>
<b>Educational:</b>	<ul style="list-style-type: none"> <li>• Diploma of School Business Management or equivalent and substantial school experience</li> <li>• Excellent numeracy and literacy skills</li> </ul>
<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>• An enhanced DBS check will be required</li> <li>• Understanding and commitment to the safeguarding of all children and young people</li> <li>• Understanding and commitment to equal opportunities</li> </ul>