

Person Specification

Job Title: School Business Manager

Directorate: Children, Learning & Young People

Service: Schools

Location: Willenhall Community Primary School

Grade: 8

Job Code: L3952D

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

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