

**Person Specification**  
**School Business Manager**

Criteria	
Qualification	<ul style="list-style-type: none"> <li>• Excellent numeracy/literacy skills</li> <li>• A degree or other relevant qualification - ideally in accountancy, business management or a related discipline (e.g. AAT)</li> <li>• Able to use and manage all aspects of FMS and SAP</li> <li>• Ability to deliver good consistent customer service</li> <li>• Enhanced DBS and relevant disclosures</li> </ul>
Experience, Knowledge and Skills	<ul style="list-style-type: none"> <li>• Evidence of finance experience to support the day-to-day operation of an establishment within financial restraints.</li> <li>• Experience of managing change and implementing new systems / procedures / controls.</li> <li>• Working knowledge of financial software / systems</li> <li>• Conversant and up-to-date with general financial regulations.</li> <li>• Ability to prepare and present financial reports combined with operational experience.</li> <li>• Knowledge of principles and methods of financial control and reporting and their adaptation to various purposes, including the preparation of financial accounts.</li> <li>• Knowledge of the implications of VAT.</li> <li>• Sound working knowledge and understanding of methods of ordering, contracts, purchasing, negotiating, value for money and best value.</li> <li>• Working knowledge of relevant policies / procedures / codes of practice / legislation, including Data Protection and Child Protection</li> <li>• Knowledge and understanding of current issues in the field of education to allow for greater contribution to the effectiveness of school</li> <li>• Work constructively as part of a team, understanding school roles and responsibilities and your own position within these</li> <li>• Ability to lead team member/s and to delegate tasks effectively.</li> <li>• To appraise performance of team member/s.</li> <li>• Excellent communication, organisational and ICT skills.</li> <li>• Ability to organise own workload and determine priorities within the working day</li> <li>• Ability to handle sensitive and confidential information and issues appropriately</li> <li>• Ability to re plan projects or activities in order to meet unexpected deadlines</li> <li>• Ability to resolve complex problems, some of which are not covered by existing rules, procedures or instructions</li> <li>• Ability to relate sensitively and positively to both children and adults, which impacts on the well-being of all in the workplace,</li> <li>• Ability to self-evaluate learning needs and actively seek CPD</li> <li>• Good time management skills</li> </ul>
Professional and Personal Qualities	<ul style="list-style-type: none"> <li>• To relish challenge and to commit wholeheartedly to this significant key role.</li> <li>• Warm and approachable manner with good inter-personal skills</li> <li>• Ability to organise, prioritise and delegate.</li> <li>• Ability to manage time effectively and work to deadlines.</li> <li>• Ability to enthuse, support and motivate others.</li> <li>• A sensitive collaborative team member</li> <li>• Ability to demonstrate the school's core Christian Values.</li> <li>• A willingness to contribute to the wider life of the school</li> </ul>