

<b>PERSONAL SPECIFICATION</b> <b>School Business Manager Grade 9</b> <b>A: Application Form</b> <b>I: Interview</b> <b>R: References</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>HOW IDENTIFIED</b>
<b>Qualifications and Training</b>			
<ul style="list-style-type: none"> <li>SBM qualifications or equivalent Level 6 i.e., degree</li> </ul>	X		AF/CQ
<ul style="list-style-type: none"> <li>GSCE or equivalent Maths and English grade C and above</li> </ul>	X		AF/CQ
<ul style="list-style-type: none"> <li>Evidence of personal commitment to CPD</li> </ul>		X	AF
<b>Relevant Experience</b>			
<ul style="list-style-type: none"> <li>Significant experience of leading and managing budgets.</li> </ul>	X		AF//I/R
<ul style="list-style-type: none"> <li>Significant experience of developing financial procedures and systems</li> </ul>		X	AF/I/R
<ul style="list-style-type: none"> <li>Significant experience of managing a multi-disciplinary team effectively providing day to day line management</li> </ul>	X		AF//I/R
<ul style="list-style-type: none"> <li>Experience of managing the recruitment of teachers and support staff including relevant HR records management</li> </ul>	X		AF//I/R
<ul style="list-style-type: none"> <li>Experience of undertaking performance management appraisals</li> </ul>	X		AF/I/R
<ul style="list-style-type: none"> <li>Experience of managing premises including compliance, Health &amp; Safety, and day to day operations of all facilities</li> </ul>	X		AF/I/R
<ul style="list-style-type: none"> <li>Experience of procurement</li> </ul>		X	AF/I/R
<ul style="list-style-type: none"> <li>Experience of managing budgets for school meals, including the Universal Infants Free School Meals budget</li> </ul>		X	

<b>Knowledge and Skills</b>			
• Good organisational skills	X		AF//I/R
• Ability to be re-active and formulate ideas and solutions to issues as they arise including presenting them effectively to SLT, Governors and external stakeholders as required.	X		AF//I/R
• Ability to communicate effectively in a variety of situations	X		AF//I/R
• Ability to work within tight deadlines and cope well under pressure	X		AF//I/R
• Strong communication skills both oral and written with an ability to present reports/proposals to all stakeholders	X		AF//I/R
• Expert use and in-depth knowledge of ICT software e, g. Word/Excel	X		AF//I/R
• Knowledge of school MIS (Arbor) and financial systems (Access)		X	AF//I/R
<b>3Personal Qualities</b>			
• Self-motivated and able to work on own initiative	X		AF//I/R
• Flexible and adaptable to changing circumstances within working environment	X		AF//I/R
• Demonstrating confidence and commitment		X	AF//I/R
• Good negotiation and persuasion skills		X	AF//I/R
• Ability to evaluate own development needs and those of others and seek opportunities to address these	X		AF//I/R
<b>Safeguarding</b>			
• Understanding and commitment to safeguarding procedures within a school environment	X		AF//I/R
• Understanding of Data Protection	X		AF//I/R
• Ensuring recruitment procedures are carried out under the guidelines of 'Safer Recruitment'	X		AF//I/R