

St Michael's CE Primary School

Person Specification - School Business Manager

The person specification is a picture of the skills, knowledge and experience needed for the job. It will also be used in the shortlisting and interview process for the post. If you are a disabled person and are unable to meet some of the job requirements specifically because of your disability, please say this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements. Those categories marked 'E' will be used especially for the purposes of shortlisting.

Description	Shortlisting
1. Right to work in UK	Essential
Training & Qualifications	
2. Recognised management/business/finance degree or equivalent related professional qualification OR a strategic school business qualification (minimum level 4 or above e.g. CSBM, DSBM, ADSBM)	Essential
3. Evidence of relevant continued professional development and training	Essential
Successful Experience	
4. Successful senior leadership and management experience in a school, or in a relevant field outside education.	Essential
5. Involvement in school self-evaluation and improvement planning	Desirable
6. Developing and managing strategic financial plans	Essential
7. Managing budgets and financial reporting, procurement and fixed assets	Essential
8. Preparation of year-end figures, year-end accounts and annual reports.	Essential
9. Proven record of managing change projects, achieving desired results	Essential
10. Leading and managing teams and individuals, promoting good practice to move the organisation forward.	Essential
Knowledge and Skills	
11. Expert knowledge of financial management	Essential
12. Able to manage contracts and contractors effectively	Essential
13. Able to deliver value for money initiatives and prepare funding bids	Essential
14. Managing premises and health & safety	Desirable
15. Knowledge of human resources management	Essential
16. Previous use of RM Finance, Access Budgets, ParentPay, Scholarpack and Tali (School Fund Manager)	Desirable
17. Use of standard IT software (e.g. MS Office)	Essential
18. Effective communication and negotiating skills and an ability to effectively present written and verbal information to a variety of audiences	Essential

Characteristics and Competencies	
19. Highly developed interpersonal skills	Essential
20. Honesty and integrity	Essential
21. Ability to work under pressure, meet deadlines and manage a complex workload	Essential
22. Positive outlook and sense of humour	Essential
23. Commitment to safeguarding and equality	Essential
24. Reflective practitioner – challenges work of self and others to improve own and team performance	Essential
25. To be in sympathy with and able to contribute to the caring, Christian ethos of the school.	Essential

St Michael's CE Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This position is subject to a Disclosure and Barring Service check, references and other pre-employment checks including the Right to Work in the UK.