



**School Business Manager - Person Specification**

<b>Factors</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment Method</b>
<b>Qualifications</b>	<p>Relevant School Business Manager specific qualification e.g. Certificate of SBM, recognised management/business degree or equivalent related professional qualification.</p> <p style="text-align: center;">OR</p> <p>Demonstrable qualification by experience.</p>	A commitment to undertake further training e.g. DSBM	Certificates/References
<b>Training</b>	Evidence of Continuous Professional Development	Member of National Association of School Business Management	Application form/Interview
<b>Experience</b>	<p>Effective leadership and management experience in the delivery of a business management function within a school environment including working collaboratively with a Senior Leadership Team</p> <p>Excellent working knowledge of SIMS and FMS</p> <p>Effective Management of budgets (including strategic longer-term budget planning), financial reporting, procurement and fixed assets.</p> <p>Leading and Managing change projects.</p> <p>Effective Management of and development of teams/line management experience</p> <p>Sound working knowledge and implementation of GDPR requirements in schools in accordance with legislative requirements.</p>	<p>Experience of working within a Catholic school setting</p> <p>Management of Human Resources in a school setting</p> <p>Management of H &amp; S and estate management in a school setting</p> <p>Management and working knowledge of before &amp; after school provision and associated day-to-day and financial responsibilities</p> <p>Involvement in school self-evaluation and improvement planning</p> <p>Experience of the identification, development and implementation of income streams to increase revenue</p>	Application form/Interview/Task

		An understanding and practical application of the process regarding Capital works in Catholic schools including DFC and LCVAP	
<b>Knowledge and Skills</b>	<p>Ability to deliver services and systems applicable for all areas of effective school management.</p> <p>Ability to deliver value for money initiatives.</p> <p>Ability to understand and implement national &amp; regional educational services and deliver appropriate strategies.</p> <p>Ability to effectively lead teams and individuals.</p> <p>Ability to strategically influence decision making within the school.</p> <p>Ability to use data and insight to propose and deliver effective change</p> <p>Sound knowledge of Ofsted's requirements for safeguarding.</p> <p>Excellent working knowledge of financial management</p>	Understanding of, and ability to promote positive relationships within the wider school community.	Application form/Interview/References/Task
<b>Personal Qualities</b>	<p>Highly developed interpersonal, influencing and communication skills, including ability to work with a diverse range of stakeholders.</p> <p>Ability and willingness to constructively challenge the work of self and others to continually improve own and team performance.</p> <p>A commitment to develop school to school support &amp; networking opportunities</p> <p>Ability to work under pressure and flexibly to meet deadlines.</p> <p>Ability to remain personally resilient and deliver at pace</p> <p>Maintains a high standard of ethics and behaviour within and outside school which reflect the values of the school.</p>		Application form/Interview/References