

**School Business Manager**

**Person Specification**

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| **Pay Scale/Grade:** | NJC Scale Points 28 to 34 £27342 to £32637Actual salary £26460 - £30960 (depending on skills/experience) |
| **Contract** | Permanent – 38 hours a week, 47.8 weeks per year (subject to change after annual review) |
| **Reports to:** | Headteacher, Regional School Business Manager |
| **Responsible for:** | Administration staff, Catering Managers, Caretaker/Premises Manager, Other site staff |
| **Liaison with:** | Teaching Staff, Support Staff, Headteacher, Senior Leadership Team, Students, Contractors, Stakeholders |

The selection decisions will be based on the criteria outlined below. At each stage of the process, an assessment will be made by the appointment panel to determine the extent to which the criteria have been met.

When completing your covering letter, application form and person specification form, you should ensure that you address each of the selection criteria and provide supporting evidence of how you meet the criteria through reference to work or other relevant experience.

| **Factors** | **Essential** | **Desirable** | **Assessment Method** |
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| **Qualifications** | * Recognised management/business degree ***or*** equivalent related professional qualification/experience
 | * School Business Manager specific qualification i.e. CSBM, DSBM, ADSBM
 | Certificates |
| **Training** | * Evidence of continuing professional development
 | * Member of National Association of School Business Management
 | Application form and selection events |
| **Experience** | * Managing strategic financial plans
* Managing budgets
* Financial reporting
* Managing premises and H&S issues
* Managing change projects
* Managing teams
 | * Managing within an educational environment.
* Understanding of procurement and fixed assets
* Managing HR
* Income generation
 | Application form and selection events |
| **Knowledge and Skills** | * Able to deliver services and systems applicable for effective school management
* Able to deliver value for money initiatives
* Able to understand national and regional educational services and deliver appropriate strategies
* Able to lead teams and individuals
* Able to use a range of ICT packages
 | * Understanding of current educational issues
* Understanding of promoting positive relationships within the wider school community
* Understanding of the challenges facing school budgeting
* A knowledge of school administration and finance software
 | Application form and selection events |
| **Personal Qualities** | * Highly developed interpersonal skills including negotiating skills
* Willingness to constructively and continually challenge self and others to improve own and team performance
* Ability to work under pressure and meet deadlines, prioritise workload and manage time effectively
* Ability to use own initiative
* Ability to self-improve
 |  | Application form and selection events |

***Note to applicants:***

***This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.***