



## Moorlands Junior School

### School Business Manager

#### Person Specification

Please read this Person Specification carefully: it will be used to assess each candidate's suitability for short-listing for interview. You should state any and all experience you have acquired to date in order to demonstrate how you meet the criteria to work at Moorlands Junior School.

	Essential	Desirable
<b>Qualifications</b>		
Relevant qualification in business, finance and/or administration management.	✓	
Certificate in School Business Administration (CSBM) or Diploma in School Business Administration (DSBM), or a willingness to work towards.	✓	
Record of appropriate, recent professional development.	✓	
<b>Experience</b>		
The post holder must have proven and successful experience in relevant financial and business management in an organisation	✓	
Experience of developing effective administrative and financial systems and procedures.	✓	
Experience of producing management and statistical information clearly in a way that can be understood by others.	✓	
Experience of managing and leading teams and/ or individuals.	✓	
Experience of contributing to the strategic decision making process of a leadership team.		✓
Experience of marketing and revenue generation, completing bids and applications to raise extra funding.		✓
Experience of project management.		✓
<b>Knowledge</b>		
An understanding of and commitment to Equal Opportunities issues within the workplace.	✓	
An understanding and commitment of the schools vision, values and policies.	✓	
Knowledge of effective IT Administration systems.	✓	

Full working knowledge of financial procedures and regulations in schools.	✓	
An understanding of change management and supporting staff through periods of change.	✓	
Sound knowledge of legislation, policy and practice regarding Health and Safety, Fire Precautions Legislation, Building/Planning Regulations, human resources.	✓	
Knowledge and understanding of property management, ideally in an education setting.		✓
Knowledge of what constitutes 'Best Value' and be able to translate this into all aspects of the attached job description.	✓	
Knowledge and an understanding of Child Protection and Safeguarding.	✓	
Skills		
Ability to manage people effectively by conducting regular meetings, setting targets for performance, delegating tasks, appropriately and monitoring the quality of delivery and outcomes.	✓	
Ability to analyse a diverse range of information in order to make strategic decisions.	✓	
Ability to develop the potential of colleagues whilst encouraging their contributions and ideas.	✓	
Ability to think strategically and conceptualise risks and challenges that may impact project outcomes.	✓	
Ability to use computer systems, including word processing skills to produce tables, spreadsheets and statistical returns.	✓	
A willingness to adopt an entrepreneurial approach to promote the interests of the school.	✓	
Ability to communicate verbally with and write accurate reports for a range of stakeholders, including Governors and external agencies.	✓	
Ability to objectively assess and manage risk in relation to the safe school environment.	✓	
Ability to apply understanding and knowledge of procurement and contract management processes to obtain Best Value from suppliers.	✓	
Willingness to keep up to date on relevant policy and procedures in line with the duties identified in the job description and any further educational/schools' developments.	✓	
Ability to maintain strict confidentiality in all matters.	✓	
Ability to negotiate, solve problems, manage conflicts in an open and even handed manner.	✓	
Ability to adapt systems and levels of provision to raise attainment by supporting effective teaching and learning.	✓	

Ability to collaborate and network with others to strengthen organisational capacities.	✓	
Ability to plan and manage services that meet the needs of the wider community.	✓	
Personal Qualities		
Ability to work flexibly, prioritise conflicting demands and to thrive under pressure in order to meet tight deadlines.	✓	
Excellent interpersonal skills and the ability to work as a team player.	✓	
A commitment to continuous improvement through honest self-evaluation, knowing when to seek help and advice.	✓	
Demonstrates a leadership style to encourage, train and support.	✓	
Demonstrates high levels of motivation, commitment and enthusiasm.	✓	
Ability to liaise sensitively and effectively with parents and carers.	✓	
A commitment to participate in development and training opportunities in order to continually improve practice and skills.	✓	
A willingness to take a full role in the life of the school.	✓	
High expectations of all children; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements.	✓	
A commitment to the development of the school as a centre of excellence in the community.	✓	

The above will be evidenced by a variety of means including:

- The Application Form
- Interview
- References