

**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.

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|  | Essential | Desirable |
| Qualifications |  |  |
| 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. | √ |  |
| Experience |  |  |
| 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. |  | √ |
| Knowledge |  |  |
| 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