

**Moorlands Junior School**

**School Business Manager**

**Person Specification**

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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 |  |  |
| Successful leadership and management experience in a school, or in a relevant field outside education | √ |  |
| Developing effective administrative and financial systems and procedures. | √ |  |
| Producing management and statistical information clearly in a way that can be understood by others. | √ |  |
| Managing and leading teams and/ or individuals. | √ |  |
| Contributing to the strategic decision making process of a leadership team. |  | √ |
| Marketing and revenue generation, completing bids and applications to raise extra funding. |  | √ |
| Contributing to staff development | √ |  |
| Involvement in school self-evaluation and improvement planning |  | √ |
| Working with children or young people |  | √ |
| Experience of project management. |  | √ |
| Knowledge |  |  |
| Expert knowledge of financial management | √ |  |
| Excellent attention to detail | √ |  |
| 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. | √ |  |
| Understanding of data protection and confidentiality | √ |  |
| 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. | √ |  |
| Previous use of MIS systems and finance software | √ |  |
| 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 |  |  |
| Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school | √ |  |
| Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils | √ |  |
| 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. | √ |  |
| Commitment to continuous improvement through honest self-evaluation, knowing when to seek help and advice. | √ |  |
| Demonstrates a leadership style to encourage, train and support. | √ |  |
| Deals with difficult situations effectively | √ |  |
| 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. | √ |  |