

PERSON SPECIFICATION

Job Title:	School Business Manager
Job Reference:	SCH264(LM5); SCH265(LM15)
School:	

ATTRIBUTES	CRITERIA	METHOD OF ASSESSMENT
Experience	<ul style="list-style-type: none"> • Proven experience record of working in a financial environment at a senior level • Experience of directly line managing people and managing budgets • Experience of recruitment, procurement and HR management • Experience of school premises management • Experience of working in administration management • Experience of all of the above in a school environment 	Application form Interview References
Qualifications & Training	<ul style="list-style-type: none"> • NVQ4, degree or equivalent qualification or experience, e.g. Diploma in Management Studies or a degree in a finance based subject • School Financial Value and Assurance (SFVS) qualification or the willingness to work towards it • Level 5 Diploma in School Business Management • Appropriate Health and Safety training • Excellent numeracy, literacy and ICT skills 	Application form Certificates Interview
Aptitudes & Abilities	<ul style="list-style-type: none"> • Ability to work well under time pressure and to work to tight deadlines • Excellent communication skills including ability to relate well to children as well as adults • Ability to negotiate and persuade • Ability to manage school facilities and contracts • Ability to liaise with a wide variety of internal and external contacts, including regional and national bodies • Ability to prioritise own workload and successfully manage the work of others, including through strategic planning of staff development • Ability to handle confidential information with discretion 	Application form Interview References
Knowledge	<ul style="list-style-type: none"> • Knowledge of the financial regulations of School Financial Value and Assurance (SFVS), the Borough of Poole and OFSTED, and of the financial regulations involved in the processing of accounts • Sound ICT awareness including the ability to manage and interrogate database systems 	Application form Interview References

	<ul style="list-style-type: none"> • Knowledge of Health & Safety regulations • Knowledge of school's behaviour and management policy and procedures • Knowledge of school's fire and emergency procedures • Knowledge of Child Safeguarding procedures 	
Attitude / Motivation	<ul style="list-style-type: none"> • Self motivated approach to working • A positive attitude to promoting change 	Application form Interview References
Other Factors	<ul style="list-style-type: none"> • Commitment to Equal Opportunities • Enhanced DBS check 	Application form Interview References DBS process