

Qualifications and experience		
Essential	Desirable	Evidence
Recognised management/business degree or professional qualification/s and/or significant experience in field. Experience of managing an organisation's human resources function. Evidence of finance, business or administrative management experience to support the day-to-day operation of an establishment/company within financial constraints. Evidence of being an effective member of an establishment/company's leadership team. Experience of managing strategic financial plans and influencing decision making. Experience of managing budgets, generating income/sponsorship opportunities, procurement and fixed assets. Experience of managing change and implementing new systems/ procedures/controls. Evidence of effective leadership and line-management of staff including a team	Recognised accounting qualification. School business manager specific qualification. Experience of managing within a school or similar establishment. To have experience and understanding of the working of a governing board. Experience and knowledge of premises management, maintenance and repair including the ability to establish priorities.	Application form Letter of application References Interviews Certificate(s) (to be available at interview
Knowledge and skills		
Essential	Desirable	Evidence
Ability to build and form good relationships with students, colleagues and other professionals.	Knowledge and understanding of Schools Financial Value Standard.	Application form Letter of application References

Able to lead, develop and motivate a team of staff, delegating duties as required. Ability to work constructively as part of a team, understanding school roles and responsibilities including own. Excellent verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals. Ability to proficiently use office computer and finance software including word-processing, spreadsheet, information and internet systems. Good working knowledge of principles and methods of financial control and reporting, and their adaptation to various purposes, including the preparation of financial accounts. Good working knowledge and understanding of value for money initiatives. Working knowledge of law with regard to health and safety legislation, contracts, Freedom of Information Act, copyright, data protection and GDPR.	Knowledge and understanding of educational enterprise issues. Awareness of principles and practice in relation to building services, for example protection of personnel and buildings from fire, energy management and conservation.	Interviews
Personal qualities		
Essential	Desirable	Evidence
Excellent interpersonal and influencing skills with ability to maintain strict confidentiality.		Application form Letter of application References Interviews

A diplomatic and patient approach. Initiative and ability to prioritise one's own work and that of others to meet deadlines when under pressure. Able to follow direction and work in collaboration with the SLT. Able to constructively challenge self and others to continually improve own and team performance. Able to work flexibly, adopt a 'hands on' approach, and respond to unplanned situations. Ability to evaluate own development needs and those of others and to address them. A willingness to seek specialist advice and awareness of where to seek it. Able to attend evening meetings if required. Efficient and meticulous in organisation. Commitment to the highest standards of child protection and safeguarding. Recognition of the importance of personal responsibility for health and safety. Commitment to the school's ethos, aims and its whole community.		
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