



PERSON SPECIFICATION

School Business Manager

	Essential	Desirable
Application form and/or letter		
Knowledge and qualifications:		
➤ Evidence of personal commitment to professional development	✓	
➤ Evidence of professional qualifications relevant to the post	✓	
➤ A commitment to their own personal development and a willingness to undertake further training as required	✓	
➤ A thorough knowledge of financial management and associated systems	✓	
➤ A knowledge and understanding of the role of the school business manager	✓	
Experience of:		
➤ managing a significant budget and utilising a range of financial systems and controls	✓	
➤ leading others	✓	
➤ dealing with HR issues		✓
➤ premises management		✓
➤ managing payroll information		✓
➤ taking responsibility for health and safety at work		✓
➤ working under pressure	✓	
➤ the need to be flexible in the work place	✓	
Interview and/or letter		
Skills, competencies and attributes:		
➤ Can inspire and influence all colleagues to support the school's ambition of 'Achievement for All'	✓	
➤ A collaborative leadership style with the ability to shape decision making, to ensure high standards are striven for, and achieved, across school	✓	
➤ A belief in the school's overarching aim to provide the very best for each student	✓	
➤ Models good practice and leads by example, with integrity, positivity, creativity, resilience and clarity	✓	
➤ High level critical reasoning skills to identify, construct and evaluate arguments, consider the effectiveness of ideas and solve problems	✓	
➤ Excellent communication skills for a variety of audiences	✓	
➤ High levels of commitment, enthusiasm and motivation	✓	
➤ The ability to build on current good practice whilst moving the school forward with enthusiasm and vision	✓	
➤ Can identify strategic priorities and translate these into practical actions which support both staff and students to succeed	✓	

➤ A high level of emotional intelligence	✓	
➤ The capacity to work hard under pressure	✓	
➤ A sense of humour and the ability to keep things in perspective	✓	
➤ Possess, personal characteristics: <ul style="list-style-type: none"> ○ Approachable ○ Empathetic ○ Committed ○ Enthusiastic ○ Ethical ○ Honest ○ Organised ○ Patient ○ Resourceful ○ Resilient 	✓	
Application form and letter		
➤ The supporting letter should be clear, concise, accurately written and presented in an organised way in no more than two sides of A4	✓	
➤ The letter should demonstrate your understanding of the position as well as addressing why you have applied for this post, your personal skills and attributes and outlining how your experience is relevant to this post, including the impact this has had in previous roles	✓	
➤ The application form should be fully completed and accurate	✓	