



Person Specification – School Business Manager Beaupré Community Primary School

	Essential	Desirable
Qualifications	• GSCE education to include English Language and Maths (or equivalent) • Record of Continuing Professional Development • Commitment to achieve the National College of School Leadership Certificate in Role of School Business Manager or similar	• Has training relevant to a School Business Manager • Achieved School Business Manager qualification
Experience	• Managing strategic financial plans • Managing budgets, financial reporting • Procurement and fixed assets • Financial analysis and reporting • Managing and leading teams • Working effectively with internal and external partners	• Working in a strategic role in public or educational sector • Project management • Managing at a senior level • Experience of leading performance management of staff • Managing H&S
Knowledge	• Financial management and accounting procedures • Information management systems • HR policies/codes of practice/legislation • H&S policies/codes of practice/legislation • Resource management and procurement • Premises maintenance • Personnel procedures and employment legislation • An awareness and understanding of safeguarding responsibilities of all adults who work with children	• School financial management and accounting • Understanding of using MIS Systems and Finance Systems • Schools' Financial Value Standard (SFVS) • Working with HR companies • Experience of being a designated person for safeguarding. • Knowledge of the admissions procedures to school.
Skills	• Higher level IT skills • Analytical skills • Ability to use initiative, prioritise and meet deadlines • Excellent interpersonal skills • Effective communicator and presenter – verbally and in writing • Ability to lead and also to work as part of a team • Ability to maintain a positive and professional demeanour	• Experience of completing statutory documentation for school e.g. CENSUS returns • Experience of reporting to stakeholders on budgetary matters.

General	• Demonstrate a commitment to the school vision, aims and ethos. • An enthusiastic individual with a sense of humour • A professional who is passionate about making a positive difference to our school • A professional who works well in a team, maintaining relationships. • A highly motivated, organised and conscientious person who can use their own initiative. • An ability to maintain high standards, be highly organised, respect confidentiality and adapt quickly and flexibly to a range of situations.	• Evidence of making a positive impact in a school • Experience of working with line managers to solve problems within time restraints, showing the ability to adapt quickly to changes and priorities • Demonstrate being a team player, maintaining professional relationships, in a confidential manner. • Experience in working with confidential information, working effectively under pressure and remaining professional.
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