

School Business Manager – Personal Specification June 2019

FACTORS	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
Qualifications	<ul style="list-style-type: none"> • Recognised management/business degree or equivalent related professional qualification • Accountancy qualification – ACCA or similar 	<ul style="list-style-type: none"> • School Business Manager specific qualification • CIPFA • IOSH 	Certificates at selection event
Training	<ul style="list-style-type: none"> • Evidence of Continuing Professional Development 	<ul style="list-style-type: none"> • Member of Institute of School Business Leaders 	Application form
Experience	<ul style="list-style-type: none"> • Managing strategic financial plans • Managing budgets, financial reporting and seeking Best Value • Experience of Change Management • Line Management Experience • Understanding of HR legislation • Managing Health and Safety in the workplace • Successful leadership and management experience in a school, or in a relevant field outside education 	<ul style="list-style-type: none"> • Managing within an educational environment. • Managing at a Senior Leadership Team level 	Application form Selection event
Knowledge and Skills	<ul style="list-style-type: none"> • Able to deliver services and systems applicable for effective school management • Able to deliver and drive forward value for money initiatives • Able to understand national & regional educational services and deliver appropriate strategies • Able to strategically influence decision making within the school • Attention to detail • Expert knowledge of financial management • Able to use a range of ICT packages • Ability to seek out new funding streams and submit grant applications 	<ul style="list-style-type: none"> • Managing within an educational environment. • Experience in marketing and successful revenue generation 	Application form Selection event
Professional Qualities	<ul style="list-style-type: none"> • Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils • Ability to communicate a vision and inspire others • Effective communication and interpersonal skills, including influencing skills • Lead teams and individuals, to devolve responsibilities, delegate tasks and monitor outcomes • Willingness to continually improve own and team performance • Meet deadlines and pursue a shared vision with enthusiasm and determination • Work to high levels of accuracy • Think and act strategically by reflecting and analysing and making sound ethical judgements • Displays commitment to safeguarding and equality 	<ul style="list-style-type: none"> • Understanding of educational enterprise issues • Understanding of promoting positive relationships with the wider school community 	Application form Selection event

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Personal Qualities	<ul style="list-style-type: none">• Sensitivity to how Catholic teaching impacts on the leadership and management of a Catholic school• Sympathy with Christian principles• Proven capacity to work innovatively and independently• Tenacity and the ability to work effectively under pressure• Integrity, confidentiality and discretion• Fairness and equality, empathy and listening skills• Collaborative, optimistic and enthusiastic• Prepared to work flexibly adapting to changing needs• Smart appearance• Appropriate motivation to work with children and young people and can relate to them in a positive way• Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school	Selection event
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