



Elmbridge Primary School

Person Specification for School Business Manager

	Essential	Desirable	Evidence
Qualifications	<ul style="list-style-type: none"> • Completed Business Degree and/or qualification in School Business Management (CSBM/DSBM) or working towards • GCSE education to include English Language and Maths (or equivalent) • Evidence of up to date CPD 		Application form Certificates Training Record
Experience	<ul style="list-style-type: none"> • Proven experience in a school or business environment • Processing financial information, including analysing financial reports, managing and monitoring budgets effectively • Leading and managing staff, including recruiting, training and development • Project management 	<ul style="list-style-type: none"> • Investigating and driving innovative opportunities for successful fund raising and marketing • Delivering change • Managing at a senior level • Leading performance management of staff 	Application form Interview References
Knowledge	<ul style="list-style-type: none"> • Sound knowledge of financial management and accounting procedures (including SFVS) • Principles of Best Value as applied within a publicly accountable organisation • In depth knowledge of schools based software (SIMS) • Expert use of Office software • Full working knowledge of relevant policies/codes of practice/legislation including equality • Premises management • Personnel procedures and employment legislation • Good understanding of child protection issues and is committed to safeguarding children • An awareness and understanding of safeguarding responsibilities • Health and safety regulations • Knowledge of data protection and confidentiality 	<ul style="list-style-type: none"> • Comprehensive understanding of excellence in the School Business Manager role 	Application Form Interview References

Skills	<ul style="list-style-type: none"> • Ability to maintain high standards of accuracy and have a calm and methodical approach to work • Ability to work on own initiative, multi task under pressure and prioritise workload meeting urgent deadlines • Excellent oral and written communication skills • Ability to demonstrate very good standards of literacy and numeracy • High level IT skills • Excellent analytical skills to drive school improvement • Ability to lead and also work as part of a team 		Application Form Interview References Certificates
Personal	<ul style="list-style-type: none"> • Ability to maintain a positive, calm & professional disposition • Ability to work as a member of a team. • Ability to develop and maintain good relationships and communicate effectively with a wide range of people including pupils, staff, parents, governors and outside agencies • Ability to show sensitivity and objectivity in dealing with confidential issues • Honest and trustworthy • Ability to embrace an ever-changing environment • Understanding of the importance of personal appearance and presentation 	<ul style="list-style-type: none"> • Flexible to change or work additional hours as agreed 	Application Form Interview References