PERSON SPECIFICATION FOR SCHOOL BUSINESS MANAGER

Essential	Desirable
Qualifications • Educated to Level 4 qualification or above in Business Management, Finance, Accountancy, Administration, Human Resources or a related discipline. • GCSE Grade 4/C or above in English and Mathematics (or equivalent).	• School business management qualification, e.g. Certificate of School Business Management (CSBM), or Diploma of School Business Management (DSBM). • First Aid qualification (or willingness to train)
Experience • Significant experience in a senior administrative, business, finance or operational management role. • Experience of strategic financial planning, budget setting, monitoring and reporting. • Experience of leading, managing and appraising staff. • Experience of Human Resources management including recruitment and safer recruitment. • Experience of working with governors, trustees or other boards. • Experience of premises, health and safety and contractor management. • Experience of payroll structures and administration (particularly School Teachers' Pay and Conditions and Dudley MBC's Pay scheme)	• Previous experience working within an educational or school environment (such as a maintained school or academy trust). • Experience with school-specific MIS/IT systems (e.g Arbor, PIMS) • Experience of effective public sector procurement • Experience of effective public sector tenders and contracts
Skills • Excellent ICT skills including advanced Excel. • Ability to prepare and manage complex budgets. • Ability to analyse and present financial information clearly to governors and stakeholders. • Ability to identify and manage risk. • Excellent communication, negotiation and relationship-building skills. • Ability to contribute strategically as a member of the Senior Leadership Team and support school improvement priorities through effective resource management. • Ability to identify own professional development needs and proactively ensure they are met	• Knowledge of payroll structures and administration (particularly STPCD and Dudley Local Government Pay Scheme) • Experience of Agresso and Arbor
Personal Qualities • Commitment to the values, vision and ethos of the school. • Commitment to equality, diversity and inclusion. • Ability to maintain professional boundaries and confidentiality. • Strong organisational skills, ability to manage competing deadlines, and a proactive "can-do" approach • Ability to take responsibility • Ability to recognise when to seek advice and support • Ability to investigate, resolve problems and make decisions	

• Flexibility and adaptability to the changing demands of a school environment • Act with integrity, honesty, loyalty and fairness • Proactive but also able to work collaboratively with other team members • Calm and organised under pressure • Resilient and determined	