



Person Specification: School Business Manager



Lent Rise School
Person Specification: School Business Manager

Qualifications and Experience	Essential A degree - ideally in accountancy, business management or a related discipline Recognised management/business degree or professional qualification/s and/or significant experience in field. Recognized accounting qualification. Successful leadership and management experience in a school, or in a relevant field outside education Line management experience Experience of change management Experience of contributing to staff development Experience and knowledge of Health and Safety and premises management. Experience of completing funding bids and applications Evidence of finance, business or administrative management experience to support the day to day operation of an establishment/company within financial constraints. Evidence of being an effective member of an establishment/company's leadership team. Experience of managing strategic financial plans and influencing decision making. Experience of managing budgets, generating income/sponsorship opportunities, procurement and fixed assets. Experience of working to ESFA deadlines and systems Experience of managing an establishment/company's human resources function.	Desirable A school business management qualification Managing Safety IOSH training Involvement in school self-evaluation and improvement planning To have experience and understanding of the working of a governing body, and company and charity law, regulations and reporting requirements. Experience of working in this area within a school or similar establishment	Evidence Application form Letter of application References Interviews Certificate/s (to be available at interview)
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Knowledge and understanding	Essential <p>Excellent attention to detail</p> <p>Effective communication and interpersonal skills</p> <p>Ability to build and form professional, working relationships with students, colleagues and other professionals.</p> <p>Ability to work constructively as part of a team.</p> <p>Excellent verbal and written communication skills appropriate to the need to communicate effectively with colleagues, Governors, students and other professionals.</p> <p>Ability and knowledge to produce monthly accounts, budgetary plans, reports, cash flow and financial and statistical summaries, HR processes, combined with operational experience.</p> <p>Ability to make appropriate Health and Safety decisions both strategically and in an emergency situation.</p> <p>Good working knowledge of principles and methods of financial control and reporting, and their adaptation to various purposes, including the preparation of financial accounts.</p> <p>Ability to communicate a vision and inspire others</p> <p>Ability to build effective working relationships with staff and other stakeholders</p> <p>Ability to comply with statutory procedures and follow compliance procedures</p>	Desirable <p>Knowledge and understanding of ESFA financial requirements.</p> <p>Knowledge of company and charity legislation, regulations and reporting requirements.</p> <p>Knowledge and understanding of educational enterprise issues.</p> <p>Awareness of principles and practice in relation to building services, for example protection of personnel and buildings from fire, energy management and conservation</p> <p>Working knowledge of law with regard to health and safety legislation, contracts, freedom of information act, copyright and data protection.</p> <p>Awareness and experience of academy procedures including, EFSA returns, audit processes, companies house, VAT and pensions processes</p>	Evidence <p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p>
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Personal characteristics and skills	Essential	Evidence
	<ul style="list-style-type: none"> • Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils • Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • Excellent interpersonal and influencing skills with ability to maintain strict confidentiality. • A diplomatic and patient approach. • Initiative and ability to prioritise one's own work and that of others to meet deadlines when under pressure. • Able to follow direction and work in collaboration with leadership team. • Able to constructively challenge self and others to continually improve own and team performance. • Able to work flexibly • Ability to evaluate own development needs and those of others and to address them. • A willingness to seek specialist advice and awareness of where to seek it. • A willingness to learn a range of computer applications as required. • Able to attend early morning and evening meetings as required. • Efficient and meticulous in organisation. • Commitment to the highest standards of child protection and safeguarding. • Recognition of the importance of personal responsibility for health and safety. • Commitment to the School's ethos, aims and its whole community • A willingness to initiate and respond to continued professional development • Ability to demonstrate commitment to Equal Opportunities • Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge 	<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p>