



STENBURY FEDERATION

School Business Manager – Person Specification

	Essential	Desirable	A=application R=reference I=interview C=certificate
Qualifications	<ul style="list-style-type: none"> <input type="checkbox"/> Higher level education to include English and Maths Evidence of <input type="checkbox"/> continuing professional development and keeping abreast with changes in legislation 	<ul style="list-style-type: none"> <input type="checkbox"/> Achieved School Business Manager qualification e.g. DSBM/CSBM 	A C
Experience	<ul style="list-style-type: none"> <input type="checkbox"/> Managing strategic financial plans <input type="checkbox"/> Managing budgets, financial reporting, procurement <input type="checkbox"/> Managing and leading teams <input type="checkbox"/> Working effectively with internal and external partners 	<ul style="list-style-type: none"> <input type="checkbox"/> Working in a strategic role in public or educational sector <input type="checkbox"/> Project management <input type="checkbox"/> Managing at a senior level <input type="checkbox"/> Experience of leading performance management of staff <input type="checkbox"/> Managing H&S 	A R I
Knowledge	<ul style="list-style-type: none"> <input type="checkbox"/> Financial management and accounting procedures <input type="checkbox"/> Schools Financial Value Standard (SFVS) <input type="checkbox"/> Information management systems <input type="checkbox"/> HR policies/codes of practice/legislation <input type="checkbox"/> H&S policies/codes of practice/legislation <input type="checkbox"/> Resource management and procurement <input type="checkbox"/> Premises maintenance <input type="checkbox"/> Personnel procedures and employment legislation <input type="checkbox"/> An awareness and understanding of safeguarding responsibilities of all adults who work with children 	<ul style="list-style-type: none"> <input type="checkbox"/> School financial management and accounting <input type="checkbox"/> Understanding of using SIMS and FMS <input type="checkbox"/> Experience of Safer recruitment 	A R I
Skills	<ul style="list-style-type: none"> <input type="checkbox"/> Analytical skills <input type="checkbox"/> Ability to use initiative, prioritise, meet deadlines <input type="checkbox"/> Excellent interpersonal skills <input type="checkbox"/> Effective communicator and presenter – orally and in writing <input type="checkbox"/> Ability to lead and also to work as part of a team <input type="checkbox"/> Ability to maintain a positive and professional demeanour 	<ul style="list-style-type: none"> <input type="checkbox"/> Higher level IT skills 	A R I C

General	□ Demonstrate a commitment to the school vision, aims and ethos, its community and the school improvement agenda.		A I
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