

## Senior School Business Manager Person Specification

| Qualifications & Training                                                                   | Essential | Desirable |
|---------------------------------------------------------------------------------------------|-----------|-----------|
| Degree-level education or equivalent professional qualification                             | ✓         |           |
| School Business Manager qualification (e.g. DSBM, CSBM, or equivalent)                      | ✓         |           |
| Accountancy or financial qualification (e.g. AAT, CIMA, ACCA)                               | ✓         |           |
| Evidence of continuing professional development                                             | ✓         |           |
| Health & Safety or Facilities Management qualifications                                     |           | ✓         |
| HR-related qualification (e.g. CIPD)                                                        |           | ✓         |
| Experience                                                                                  |           |           |
| Substantial experience in financial planning, budget management and reporting               | ✓         |           |
| Experience in a leadership or management role in a school or similar organisation           | ✓         |           |
| Proven experience in line managing multiple teams (e.g. Finance, HR, Admin, IT, Facilities) | ✓         |           |
| Experience of working at a strategic level, contributing to long-term planning              | ✓         |           |
| Experience in income generation, contract negotiation, and lettings                         | ✓         |           |
| Working with or reporting to senior leaders, governors or trustees                          | ✓         |           |
| Experience of leading organisational change or improvement projects                         |           | ✓         |
| Familiarity with education sector funding and compliance (e.g. DfE, SFVS)                   |           | ✓         |
| Skills & Knowledge                                                                          |           |           |
| Excellent financial acumen, including budget setting, forecasting and financial reporting   | ✓         |           |
| Strong understanding of HR principles and employment legislation                            | ✓         |           |
| Knowledge of Health & Safety, risk management and compliance in a school context            | ✓         |           |
| Understanding of school governance and the role of the governing body                       |           | ✓         |
| Excellent ICT skills including MIS, finance software, and Microsoft Office                  | ✓         |           |
| Understanding of facilities and asset management in educational settings                    | ✓         |           |

|                                                                                                |   |   |
|------------------------------------------------------------------------------------------------|---|---|
| Ability to interpret data to support decision-making and strategic planning                    | ✓ |   |
| Knowledge of data protection legislation and GDPR compliance                                   | ✓ |   |
| Familiarity with school management systems (e.g. Arbor, FMS, PS Financials)                    |   | ✓ |
| <b>Leadership &amp; Personal Attributes</b>                                                    |   |   |
| Strategic thinker with the ability to contribute to whole-school development                   | ✓ |   |
| Strong interpersonal and communication skills                                                  | ✓ |   |
| Resilient, with the ability to work under pressure and meet deadlines                          | ✓ |   |
| Highly organised and efficient                                                                 | ✓ |   |
| Strong team leadership and people management skills                                            | ✓ |   |
| Collaborative, able to build effective working relationships with a wide range of stakeholders | ✓ |   |
| Integrity, confidentiality and professionalism in handling sensitive issues                    | ✓ |   |
| Commitment to the values, vision and ethos of the school                                       | ✓ |   |
| Commitment to safeguarding and promoting the welfare of children                               | ✓ |   |

#### **Additional Requirements**

- Willingness to undertake training and professional development relevant to the role.
- Flexibility to occasionally work outside normal school hours (e.g. governor meetings, events).
- A satisfactory Enhanced DBS check and references will be required prior to appointment.