**Fagley Primary School**

**Business Manager: Person specification**

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| criteria | qualities | Essential (E) DESIRABLE (D) |
| **Qualifications  and training** | A degree or other relevant qualification - ideally in accountancy, business management or a related discipline. (D)  A school business management qualification e.g. DSBM, CSBM, ADSBM or Msc. School Business Management. (D)  Evidence of continual professional development. (E) | |
| **Experience**  **Show evidence of** | Successful leadership and management experience in a school, or in a relevant field outside education (E)  Extensive experience of using Microsoft Office and complex databases such as Arbor with excellent IT skills. This should include the production of detailed and complex reports and spreadsheets. (E)  Involvement in school self-evaluation and improvement planning (D)  Experience in Supervising and managing staff (D)  Contributing to staff development (D)  Working with children or young people (D)  Experience of financial management including strategic financial planning, budgets and financial reporting: preferably in the educating setting. (E)  Experience of dealing with HR / payroll / Health and Safety matters. (D) | |
| **Skills and knowledge** | Expert knowledge of financial management. (E)  Will possess a comprehensive working knowledge of the schools relevant policies and procedures with an outline understanding of relevant legislation. (E)  Excellent attention to detail (E)  Experience of maintaining complex financial information systems and making payments. (D)  Effective communication and interpersonal skills (E)  Ability to communicate a vision and inspire others (E)  Ability to build effective working relationships with staff and other stakeholders (E)  Understanding of data protection and confidentiality (E)  Knowledge and experience of Health and Safety / First Aid/ Medical / Fire Safety regulations / requirements. (D)  Analyse data and plan an appropriate course of action for organisation improvement. (D)  Develop and deliver effective and inspirational development for staff. (D)  Contribute effectively to the Co-Headteachers and SLT. (E)  Deal successfully with situations that may include tackling difficult situations and conflict resolution. (E) | |
| **Personal qualities** | Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils (E)  Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school (E)  Ability to work under pressure and prioritise effectively (E)  Commitment to maintaining confidentiality at all times (E)  Commitment to safeguarding, equalities and the Equality Act. (E)  Embraces change well (E)  Deals with difficult situations effectively (E)  Excellent organizational, communicating and problem solving skills with the ability to sue own initiative and work proactively both in a team and independently. (E)  Ability to lead, motivate and work constructively as part of a team with a willingness to share knowledge, expertise and experience. (E)  Excellent numeracy / literacy and ICT skills. (E) | |

**Notes:**

This job description may be amended at any time in consultation with the postholder.

**Last review date:**

**Next review date:**

Co-**Headteachers/line manager’s signature:**

**Date:**

**Postholder’s signature:**

**Date:**