



## Person Specification - School Business Manager

	Essential	Desirable
<b>Qualifications and attainments</b>		
GCSE qualifications at Grade C and above. Including English and Maths	x	
Professional Qualification		x
<b>Experience and knowledge</b>		
General Business Management experience including staff and resources	x	
Experience of financial planning, reporting and/or budgeting		x
Experience of facilities management including Health and Safety		x
Experience of working within an educational setting, including an understanding of school priorities		x
<b>Skills, Abilities and Personal Attributes</b>		
Excellent ICT, numeracy and literacy skills	x	
Ability to plan, prioritise and organise work, including delegating, monitoring and reviewing outcomes	x	
Highly organised approach to work, with a high level of accuracy and attention to detail	x	
Excellent interpersonal skills/the ability to establish good working relationships, collaborative working and stakeholder engagement	x	
To be reactive to emerging issues, trends and risks, taking appropriate action as required	x	
Proficient in the use of SIMS, including running and creating reports, researching and manipulating data to produce management information		x

A good understand of the General Data Protection Regulations (GDPR)		x
A commitment to safeguarding and promoting the welfare of children and young people	x	
Excellent communication skills, both verbal and written	x	
The ability to lead a team, setting clear aims and objectives, implementing measurable targets, monitoring and reviewing performance	x	