



PERSON SPECIFICATION

Job Title: School Business Manager

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and training	<ul style="list-style-type: none"> Educated to GCSE/A level, including English and Mathematics Relevant qualification in specific financial field, e.g. AAT or CCAB or equivalent experience 	<ul style="list-style-type: none"> Professional qualification in Business Management, accountancy or similar field Relevant Level 3 or further education qualifications, such as University degree Formal safeguarding and safer recruitment training to Level 1
Previous experience	<ul style="list-style-type: none"> Experience of financial management, preferably in schools Experience of premises management Experience of project management 	<ul style="list-style-type: none"> Experience of monitoring a budget and analysing financial reports Experience of working with governors, ideally in support of financial management Experience of working with young people in an educational setting
Skills, knowledge and understanding	<ul style="list-style-type: none"> Ability to communicate effectively with children, parents and other staff Computer literate, including Microsoft Office packages Strong numeracy skills Excellent planning and organisational skills A strong knowledge of financial management and accounting A working knowledge of facilities and premises management 	<ul style="list-style-type: none"> Understanding of national policy on employment law An understanding of and a commitment to Equal Opportunities in the work place Knowledge of Best Value procurement Knowledge of national procurement processes, including formal tendering
Leadership and management	<ul style="list-style-type: none"> The ability to develop strong working relationships with students and staff, and with staff from outside agencies Ability to lead the school's business and strategic planning Ability to lead strategically, incl. line management of employees (induction, deployment, appraisal) Ability to be professionally discreet and to respect confidentiality Ability to rise to challenges and to find workable solutions 	<ul style="list-style-type: none"> Evidence of commitment to continued professional development and training
Personal qualities	<ul style="list-style-type: none"> Patient, calm and resilient Professional attitude to work, especially when representing LHS Suitability to work with children, including relevant DBS checks Ability to work under pressure Flexibility and ability to use their own initiative Ability to plan ahead and manage time effectively 	<ul style="list-style-type: none"> A commitment to ensuring that students achieve their potential