

Acklam Grange School School Business Manager



	Essential	Desirable	Measured by
Qualifications Training	<ul style="list-style-type: none"> Educated to GCSE Standard at Grade A – C for a minimum of 5 GCSEs including Mathematics and English, or equivalent qualifications CSBM Qualified or a recognised management/business qualification or equivalent related professional qualification Commitment to training / health and safety legislation 	<ul style="list-style-type: none"> AAT Qualified/Membership DSBM Qualified CIPFA Financial Reporting for Academies Trained Educated to degree level in a relevant subject to complement the role 	A/Q
Knowledge and Experience	<ul style="list-style-type: none"> Experience of understanding complex financial information, managing budgets effectively and ensuring financial propriety with organisational procedures and current legislation Experience of working in a school environment in a finance or business position Experience of working in a finance or business position Experience in producing reports and advising senior leaders/managers on the findings of projects/reviews Evidence of success in building and forming working relationships across professional and operational boundaries Advanced computer literacy skills, especially in accounting methods, spreadsheets and school management information systems Knowledge & understanding of Health & Safety legislation including risk assessment etc 	<ul style="list-style-type: none"> Experience of both maintained and academy school settings Experience of transition from maintained to academy status Experience of Performance Management School Senior Leadership Team experience Applied knowledge of Human Resources Management Site Management/ Health & Safety experience, qualification or professional development Experience of income generation through bid writing/securing external funding Experience of project management, planning, managing and monitoring of work Knowledge and understanding of GDPR legislation and requirements 	A/I/R
Skills and Ability	<ul style="list-style-type: none"> Ability to manage own work effectively using initiative to achieve objectives Ability to delegate and manage team members Analytical skills - analyse complex data and information and use this to monitor and support activities to promote solutions Good negotiation skills in order to negotiate contracts and ensure value for money 	<ul style="list-style-type: none"> Project Management Skills Full working knowledge of relevant policies/codes of practice Full working knowledge of 'Keeping Children Safe in Education', the Admission Code of Practice and any other relevant Ofsted/DfE guidance relating to Safeguarding/ Child Protection Knowledge and understanding of Prevent duty 	A/I/R

	<ul style="list-style-type: none"> • Ability to work in a challenging environment • Ability to produce accurate work to tight deadlines • Excellent communication skills and the ability to work and influence at all levels • Organised approach to work in relation to professional standards and competencies • Good IT skills across a range of IT packages • Flexible approach to changing work tasks and prioritising to specific needs • Ability to demonstrate commitment to Equal Opportunities and customer service practices in the context of service delivery • Ability to maintain confidentiality at all times • Excellent oral/written communication and negotiation skills • Able to deliver value for money initiatives • Knowledge of safeguarding responsibilities within an education environment • Evidence drive, enthusiasm and commitment in the achievement of business objectives 	<ul style="list-style-type: none"> • Understanding of the importance of appropriate sharing of information to ensure effective safeguarding • Understanding of educational enterprise issues 	
Personal Qualities and Attitude	<ul style="list-style-type: none"> • Committed to safeguarding and promoting the welfare of children and young people • Work accurately and methodically with attention to detail • Deal sensitively with people to resolve conflict • High level of emotional intelligence • Ability to cope well with pressure and keep calm in challenging situations • Friendly and outgoing • Ability to develop and maintain professional relationships • Commitment to high standards • Commitment to team work • Willingness to learn • Humour and resilience • Reliability and integrity 		A/I/R

Measured by Key:

A - Application form

I - Interview

Q - Qualification check

R - References