

ACKLAM GRANGE SCHOOL

PERSON SPECIFICATION: SCHOOL BUSINESS MANAGER



	Essential	Desirable	Measured by
Qualifications Training	- Educated to GCSE Standard at Grade A – C for a minimum of 5 GCSEs including Mathematics and English, or equivalent qualifications - A recognised management/business qualification (such as CSBM) or equivalent related professional qualification - Commitment to ongoing professional development across all aspects of school business	- AAT Qualified/Membership - CIPD Qualified/Membership - Health and Safety Qualifications - CSBM/DSBM Qualified - Educated to degree level in a relevant subject to complement the role	A/Q
Knowledge and Experience	- Evidence of success in building and forming working relationships across professional and operational boundaries - Experience of working in a business position - Experience of understanding managing budgets effectively and ensuring financial propriety with organisational procedures and current legislation - Advanced computer literacy skills, especially in spreadsheets and school management information systems - Knowledge & understanding of Health & Safety legislation including risk assessment etc	- Experience of working in a school environment in a business position - Experience of academy school settings - School Senior Leadership Team experience - Applied knowledge of Human Resources Management - Site Management/ Health & Safety experience, 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 - Experience in producing reports and advising senior leaders/managers on the findings of projects/reviews	A/I/R
Skills and Ability	- 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 - Ability to work in a fast-paced environment - Ability to produce accurate work to tight deadlines	- 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

	• 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	• Understanding of the importance of appropriate sharing of information to ensure effective safeguarding •	
Personal Qualities and Attitude	• 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 teamwork • 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