

**Trinity First School - School Business Manager Person Specification**

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| **Person Specification Factors**  | **Essential**  | **Desirable**  | **Assessment Method**  |
| **Qualifications**  | Recognised professional qualifications e.g. degree, A levels, HNC, NVQ4 | Certificate of School Business Management  | Certificates at selection event  |
| **Training**  | Evidence of Continuing Professional Development | Member of National Association of School Business Management  | Application Form Selection Event  |
| **Knowledge & Experience**  | Managing strategic financial plansManaging budgets, financial reporting, procurement and fixed assetsManaging change projectsManaging, motivating and leading teams and individualsManaging HRManaging H&S and associated legislationManaging premisesExperience of SIMS FMS and excellent ICT skillsSuccessful experience in the submission of bids and securing funding An understanding of school/public sector finance/resources processes and procedures An understanding of school management issues and the role of the governing body | Managing within an educational environmentManaging at a Senior Management Team levelExperience of working in a Federation/Academy  | Application Form Selection Event  |
| **Skills and Abilities** | Exceptional planning and organisational skills including managing deadlines Excellent written and verbal communication Understanding of promoting positive relationships with the wider school community Highly developed interpersonal skills An ability to use initiative and prioritise work Understanding of educational enterprise issuesAble to deliver services and systems applicable for effective school managementBeing accurate and well organised in approach to work An ability to consult and share decision making within the Senior Leadership Team An ability to follow instructions accurately Ability to think strategically to build a coherent vision Ability to deal sensitively with people and resolve conflicts Able to deliver value for money initiativesAble to understand national & regional educational services and deliver appropriate strategies. Able to strategically influence decision making within the school. Able to use a range of ICT packages |  | Application Form Selection Event  |
| **Personal Qualities** | Commitment to high professional standards Highly developed interpersonal skills including influencing skillsWillingness to constructively challenge the work of self and others to continually improve own and team performanceRespect for children and their needs A high level of self-motivation A strong awareness of confidentiality To have a good sense of humour To be confident, resilient, discreet and loyal A strong team player An openness and receptiveness to new ideas, approaches and challenges  |  | Application Form Selection Event |