

**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 plans  Managing budgets, financial reporting, procurement and fixed assets  Managing change projects  Managing, motivating and leading teams and individuals  Managing HR  Managing H&S and associated legislation  Managing premises  Experience of SIMS FMS and excellent ICT skills  Successful 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  environment  Managing at a Senior Management Team level  Experience 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 issues  Able to deliver services and systems applicable for effective school management  Being 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  initiatives  Able 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 skills  Willingness to constructively challenge the work of self and others to continually improve own and team performance  Respect 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 |