



Person Specification - School Business Manager

Key Criteria	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> GCSE – Grade C (4) or above in maths and English 	<ul style="list-style-type: none"> Diploma in School Business Management Other relevant qualification
Experience	<ul style="list-style-type: none"> Experience in financial or information management role. Preparation of clear and concise reports, including recommendations. Devising and delivering on action plans. Experience of managing staff, budgets and physical resources. 	
Skills and Competencies	<ul style="list-style-type: none"> Excellent communications and interpersonal skills. Excellent organisational skills and knowledge of systems which facilitate achievement of performance / quality goals. Good IT skills. Able to work collaboratively with partners. Customer focused approach. Methodical / accurate/ thorough but with the ability to be innovative and creative Adept at planning and prioritising resources, including own time. Listens, consults others and communicates clearly. Skilled in writing clear and logical reports. 	<ul style="list-style-type: none"> Knowledge of the current developments in schools, including Government policies

<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Excellent interpersonal and organisational skills • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Able to engage, motivate and inspire others • Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position • Desire for continuous professional development • A positive role model, showing commitment and loyalty to school • Nurturing and aspirational for children • Professional at all times • Collaborative, open and sharing team member • Self-motivated and uses initiative • Sense of humour • Has interests out of school and an enthusiasm for life 	<ul style="list-style-type: none"> • Brings personal interests and enthusiasm to the school community
<p>Equal Opportunities</p>	<ul style="list-style-type: none"> • A demonstrable commitment to supporting and promoting safeguarding, pupil welfare, equality and diversity 	

St Matthew's Church of England Primary School is committed to safeguarding and promoting the welfare of children. We expect all staff and volunteers to share this commitment and will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks