

SCHOOL BUSINESS MANAGER PERSON SPECIFICATION

	Essential	How Identified	Desirable	How Identified
Experience	<ul style="list-style-type: none"> ➤ Experience of working in a financial environment, using financial management systems and preparing accounts ➤ Experience of preparing and managing budgets ➤ Experience of negotiating contracts and tenders and service level agreements ➤ Experience of preparing reports for committees and external bodies ➤ Experience of managing staff ➤ Experience of Data Protection in the workplace ➤ Experience of managing buildings and Health and Safety at work 	<p style="text-align: center;">A</p> <p style="text-align: center;">A</p> <p style="text-align: center;">A</p> <p style="text-align: center;">A</p> <p style="text-align: center;">A</p> <p style="text-align: center;">A</p> <p style="text-align: center;">A</p>	<ul style="list-style-type: none"> ➤ Experience of managing payroll and pension systems ➤ Experience of working in a business role in schools or FE 	<p style="text-align: center;">A</p> <p style="text-align: center;">A</p>
Skills & Knowledge	<ul style="list-style-type: none"> ➤ Ability to manage finances using financial software, prepare and appraise management accounts ➤ Ability to prepare budgets, including budgets for strategic management purposes and for external bids ➤ Excellent ICT skills, including knowledge of 	<p style="text-align: center;">A/I</p> <p style="text-align: center;">A/I</p> <p style="text-align: center;">A/I</p>	<ul style="list-style-type: none"> ➤ Familiarity with school finance systems, particularly Access Finance and budgeting software ➤ Knowledge of statutory and regularity requirements for Free Schools 	<p style="text-align: center;">A</p> <p style="text-align: center;">A</p>

	Essential	How Identified	Desirable	How Identified
	<p>Microsoft Office</p> <ul style="list-style-type: none"> ➤ Excellent communication skills, both written and verbal ➤ Excellent people management skills ➤ Excellent organisational skills, including keen attention to detail. ➤ Knowledge of GDPR and ability to implement it in school ➤ Knowledge and ability to manage the school estate with full compliance with Health and Safety legislation 	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>	/Academies	
Qualifications	<ul style="list-style-type: none"> ➤ Formal accounting qualification (min AAT) ➤ School Business Manager qualification (CSBM or level 4 diploma) ➤ Good standard of formal education 	<p>A</p> <p>A</p> <p>A</p>	<ul style="list-style-type: none"> ➤ Level 5 Diploma in School Business Management (or DSBM) or higher 	A
Personal Qualities	<ul style="list-style-type: none"> ➤ Commitment to the educational vision and mission of Exeter Mathematics School and ambitious to work towards its fulfilment ➤ Integrity and reliability ➤ Ability to lead and to enthuse others ➤ Ability to work on own initiative and to innovate ➤ Thrive in a varied and challenging role ➤ Thoughtful and intelligent, able to identify areas for development and find solutions 	<p>A</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>		

	Essential	How Identified	Desirable	How Identified
	<ul style="list-style-type: none"> ➤ Ability to work constructively with others inside and outside the School ➤ Commitment to continuous professional development ➤ Ability to work flexibly as part of a small team 	<p>A/I</p> <p>A/I</p> <p>I</p>		
Mandatory requirements	<ul style="list-style-type: none"> ➤ Commitment to safeguarding and promoting the welfare of children and vulnerable adults in School ➤ Commitment to equal opportunities 	<p>I</p> <p>I</p>		

Key:

A = Application Form

I = Interview