

## Person Specification: School Business Manager

	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
<b>Qualifications</b>	Recognised management/business degree or equivalent related professional qualification.	School Business Manager specific qualification i.e. DSBM, CSBM. ADSBM or Msc School Business Management	Certificates at selection event
<b>Training</b>	Evidence of Continuing Professional Development.	Member of National Association of School Business Management	Application form. Selection event
<b>Experience</b>	Managing strategic financial plans. Managing budgets, financial reporting, procurement and fixed assets. Managing change projects. Managing H & S.	Managing within an educational environment.  Managing at a Senior Management Team level.	Application form. Selection event
<b>Knowledge and Skills</b>	Able to deliver services and systems applicable for effective school management. Able to deliver value for money initiatives.  Able to understand national & regional educational services and deliver appropriate strategies. Able to lead teams and individuals. Able to strategically influence decision making within the school. Able to use a range of ICT packages.	Understanding of educational enterprise issues.  Understanding of promoting positive relationships with the wider school community.	Application form. Selection event

<b>Personal characteristics</b>	Highly developed interpersonal skills including influencing skills. Willingness to constructively challenge the work of self and others to continually improve own and team performance. Ability to work under pressure and meet deadlines.		Application form. Selection event
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