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|  | **Wye Forest Federation**  **St Briavels and Redbrook Primary Schools**  **Person Specification: School Business Manager** | | |
|  | **Essential** | **Desirable** | **Evidence** |
| **Qualifications** | School Business Manager specific qualification i.e. DSBM, CSBM, ADSBM or MSc School Business Management. | Degree level or equivalent professional qualification; or suitably qualified by experience. | Application Form Certificates  Training record |
| **Experience** | Experience of working in an education administration environment.  Experience of using computerised information systems for budget management and data analysis (especially SIMS/FMS6).  Experience of preparing, monitoring and presenting complex budget information and reports.  Experience of line management of a team of staff.  Experience of managing regular finance procedures eg procurement, banking & paying invoices  Experience of managing HR related issues including recruitment, contracts and payroll.  Experience of premises, health and safety and/or site management.  Experience of successful income generation. | Experience of working in a business or public sector environment, using project management skills to manage a wide range of business functions and meet clear objectives.  Experience of the advisory role of clerk to a governing board.  Experience of identifying funding opportunities and preparing bids. | Application Form Interview |
| **Knowledge, Skills & ability** | A clear understanding of federation working.  An understanding of the functions and duties of church schools, VC & VA and their relationship to the Local Authority.  Ability to work positively with a wide range of school stakeholders.  Knowledge of accounting procedures, budget management and resource planning.  Ability to undertake a wide range of finance, personnel, premises and administrative tasks, identifying priorities as appropriate.  Ability to work successfully as a line manager and as a team member, establishing control and authority, and nurturing effective working relationships.  Ability to work under pressure in a constantly changing and demanding environment.  Knowledge of the application of Health & Safety in a school setting, including good practice relevant to maintenance and upkeep of a public building and the carrying out of risk assessments.  A good understanding of equal opportunities issues as they affect pupils and their families.  Proven literacy, numeracy and communication skills including being able to respond appropriately to staff, governors, pupils, outside agencies and the Local Authority  Physical ability to perform the duties of the post with the support of aids or adaptations as required. | Ability to construct and write bids for financial funding for whole school projects, with an awareness of different funding streams.  The skills to successfully implement change management.  Knowledge of business promotion and marketing.  To be actively involved in a professional network e.g. GASBM | Application Form Interview  References |
| Personal Attributes | Ability to develop and maintain good relationships. *Respectful*  Ability to show sensitivity and objectivity in dealing with confidential issues *Compassionate*  Honest & trustworthy  *Resilient & Courageous*  Calm and cheerful |  | Application form  Interview |