

School Business Manager – Person Specification



Criteria	Qualities
Qualifications and training	<ul style="list-style-type: none"> • A degree or other relevant qualification - ideally in accountancy, business management or a related discipline • Completed or working towards the Certificate of School Business Management and/or the Diploma in School Business Management (NCTL) • Working towards and/or completed a HR qualification
Experience	<ul style="list-style-type: none"> • Successful leadership and management experience in a school, or in a relevant field outside education • Involvement in school self-evaluation and improvement planning • Experience of leading and line managing a team, including skills in recruiting, coaching, developing and appraising staff. • Contributing to staff development • Working with children or young people
Skills and knowledge	<ul style="list-style-type: none"> • Working at Tier 3 level of the ISBL Professional Standards. Candidates from different industries should refer to the published standards for clarity. ISBL Professional Standards • Expert knowledge of financial management • Excellent attention to detail • Previous use of accountancy software, information management systems • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build effective working relationships with staff and other stakeholders • Understanding of data protection and confidentiality • Knowledge of the management of school premises with specific understanding of health and safety/HSE guidance and safeguarding requirement • Understanding of and commitment to the Elliot Foundation Academy Trust's Equality Policy and how it relates to the duties of the job.
Personal qualities	<ul style="list-style-type: none"> • Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils • Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • Embraces change well • Deals with difficult situations effectively

