

Ernest Bevin College
School Business Manager
PO7 (£54, 284 - £57, 568)

Reporting to: Principal

Assisted by: Teaching and Non – Teaching Staff

CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Degree or equivalent 	<ul style="list-style-type: none"> • Accountancy qualification eg. CIPFA, CIMA or ACA (desirable) • A School Business Management qualification eg DSBM, CSBM, ADSBM.
EXPERIENCE	<ul style="list-style-type: none"> • Experience of leadership and management in a school environment • Thorough knowledge of appropriate legislative frameworks surrounding financial, admin and premises management. • Significance experience of working at a senior level in a finance and admin role • Knowledge and experience of working within a financial environment, including budget monitoring, creating and implementing financial control procedures financial record keeping and income generation. • Experience of leading, planning and managing facilities and administration • Experience of working with facilities and site services such as catering, caretaking and cleaning. Managing the provision of services and staff / team performance. • Experience of working with external suppliers, contract negotiation and management. • Experience of handling complex contractual compliance / facilities management 	<ul style="list-style-type: none"> •
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> • Excellent numerical skills • Highly developed planning and organisational skills • High level of ICT skills, including MS Word, Excel and management information systems • Highly interpersonal skills needed for successful people and performance management experience • Able to interpret legislations, regulations and statistical information • Demonstrate a flexible approach to work and an ability to quickly change priorities when necessary. 	<ul style="list-style-type: none"> • Ability to seek areas for improvement and to implement change
PERSONAL QUALITIES AND CHARACTERISTICS	<ul style="list-style-type: none"> • The drive to help ensure EBC is the best education provider in the area • Energy, enthusiasm and stamina • Flexibility and determination • Ability to work under pressure, meet deadlines, and establish positive relationships with students, parents. staff and outside agencies • Proactive, charismatic and inspirational leader • Commitment to the promotion of equal opportunity • Loyalty to the Principal, pupils, parents and staff of the College 	<ul style="list-style-type: none"> •
SPECIFIC TO THE POST	<p>The ability and enthusiasm to:</p> <ul style="list-style-type: none"> • think strategically and analytically across different areas of responsibility 	<ul style="list-style-type: none"> •

	<ul style="list-style-type: none">• prepare annual budgets and reconcile expenditure and income• identify problems / issues and recommend solutions• lead, manage and motivate staff.• be a highly effective communicator capable of precise and well-argued judgement; able to influence and persuade, but also listen and learn.• work accurately and prioritise under pressure and to meet competing deadlines• resolve conflict and facilitate positive solutions.• interpret legislations, regulations and statistical information• work co-operatively as a team member, whilst also working on own initiative• maintain confidentiality• deliver presentations and present complex information (including financial information) in a clear and accessible way	
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October 2020