

Great Tew Primary School

School Business Manager Person Specification

Factors	Essential	Desirable	Evidence
Qualifications/ Training	<ul style="list-style-type: none"> • NVQ Level 4 or equivalent qualification or experience relevant to school business management • Recent and relevant professional development • Ongoing commitment to professional development 	<ul style="list-style-type: none"> • School Business Manager specific qualification i.e. DSBM, CSBM, ADSBM or MSc School Business Management • Association of Accounting Technicians qualification • Member of National Association of School Business Management • Degree or equivalent 	Application Form
Experience	<ul style="list-style-type: none"> • Business management within a school environment • Managing procurement and fixed assets • Health & Safety experience • Managing change projects • Managing third party contracts • Premises management • Managing individuals and teams 	<ul style="list-style-type: none"> • Managing at a Senior Management level • Managing H & S • Management of HR issues • Experience with Hampshire IBC Systems and school budget planning software. 	Application Form Interview
Knowledge and Skills	<ul style="list-style-type: none"> • 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 • Able to work with confidential information 	<ul style="list-style-type: none"> • Understanding of promoting positive relationships with the wider school community • Awareness of the NASBM Professional Standards Framework 2015 • Knowledge of employment law issues 	Application Form Interview
Personal Qualities	<ul style="list-style-type: none"> • Highly developed interpersonal skills • Willingness to constructively challenge the work of self and others to continually improve own and school's performance • Flexible approach to working to accommodate differing demands of the job across the year • Ability to work under pressure and meet deadlines, whilst maintaining accuracy and methodical attention to detail • To be a self-starter. 	<ul style="list-style-type: none"> • Business acumen and entrepreneurial flair 	Application Form Interview

