



## Laleham Church of England Primary School

### Person Specification

#### School Business Manager

Attributes	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> <li>• Qualification in financial management or similar</li> </ul>	<ul style="list-style-type: none"> <li>• School Business Manager specific qualification eg. CSBM, DSBM, NVQ4 in business management, or equivalent</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience of the fundamentals of financial management and control, accountancy terminology and the ability to accurately interpret financial documents</li> <li>• Experience of budget monitoring and account reconciliation</li> <li>• Experience of producing standard financial reports</li> <li>• Experience of undertaking a range of clerical and administrative duties including data input and retrieval</li> <li>• Experience of, or willingness to be trained in, HR and inputting HR information into HR systems</li> <li>• Experience of what constitutes quality in the provision of support services</li> <li>• Experience of how to use comparative data and benchmarking to develop best practise and best value for money strategies in the provision of support services</li> <li>• Experience of how to specify, select, deploy and develop management information systems so that the School Leadership Team and the Governing Body are assured of high quality information</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school setting, especially a church school setting.</li> <li>• Experience of using Arbor and FMS or similar MIS.</li> <li>• Experience of the role of national, regional and local bodies on the educational life of the school, e.g. the contribution made to the school by external advisers, OFSTED teams, auditors, and professional consultants</li> </ul>
Knowledge and Understanding	<ul style="list-style-type: none"> <li>• Knowledge of budget management and accounting techniques</li> <li>• Knowledge of HR/Personnel processes</li> <li>• Knowledge of financial management systems</li> <li>• Knowledge of Microsoft Office: Word, Excel, Outlook, etc</li> <li>• Understanding of audit and financial management requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the financial workings of a school</li> <li>• Knowledge of the HR/Personnel requirements of a school</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Ability to work in an organised and methodical manner</li> <li>• Excellent numerical skills and a strong financial background</li> <li>• Ability to maintain efficient record keeping systems</li> <li>• Ability to ensure accurate records are kept</li> <li>• Ability to prepare and present financial reports to Head Teacher and Governors</li> <li>• Ability to communicate orally and in writing to a range of audiences/stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Develop, maintain and use an effective network of contacts</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to maintain HR/Personnel and associated records</li> <li>• Ability to show sensitivity and objectivity in dealing with confidential issues</li> <li>• Ability to act on own initiative</li> <li>• Ability to manage other staff members, to devolve responsibility and delegate tasks</li> <li>• Ability to collect and weigh evidence, make judgements and give advice</li> <li>• Ability to think creatively and imaginatively to solve problems and identify opportunities</li> <li>• Ability to negotiate and consult effectively</li> <li>• Ability to demonstrate a high level of computer literacy</li> </ul>	
<p>Personal Qualities</p>	<ul style="list-style-type: none"> <li>• Diplomatic and resourceful</li> <li>• Good interpersonal skills</li> <li>• Ability to lead and motivate staff</li> <li>• Independent</li> <li>• Able to manage change and work under pressure</li> <li>• Willingness to participate in further training and developmental opportunities offered in the school and Local Authority to further knowledge</li> <li>• Ability to work under pressure and prioritise workloads to meet deadlines</li> <li>• Resilience, enthusiasm, energy and vigour</li> <li>• Take responsibility for own on-going professional development</li> <li>• Ability to innovate and thrive on finding creative solutions</li> </ul>	