

**Duston Eldean Primary
School Business Manager Person Specification**

Attributes	Essential	Desirable
Qualifications	<p>NVQ Level 3 or equivalent in a relevant subject</p> <p>and/or</p> <p>School Business Management qualification or equivalent</p> <p>and/or</p> <p>Substantial amount of work experience in a relevant organisation (preferably a school) if none of the above qualifications</p>	<p>School Business Manager specific qualification e.g. DSBM, CSBM, ADSBM or MSc in School Business Management</p> <p>Recognised business management or accountancy degree or relevant qualification such as AAT.</p>
Experience	<p>Working in business administration, accounting or related disciplines</p> <p>Previous use of financial accounting software and SIMS or other MIS system</p> <p>Supporting and developing others within a team</p> <p>Change Management</p> <p>Financial reporting and budget management</p> <p>Procurement and asset management</p>	<p>Managing at a Senior Leadership Team level in a school or other relevant workplace</p> <p>Line management responsibility</p> <p>Previous use of online payment platforms such as ParentPay/Parentmail</p> <p>Human Resource management</p> <p>Social media, website management and marketing experience</p> <p>Knowledge of Safeguarding procedures</p>
Knowledge, Skills and Aptitudes	<p>Expert knowledge of accounting, budget setting and budgetary control procedures</p> <p>Able to assist with strategic planning and project management</p> <p>Ability to implement monitoring and evaluation strategies</p> <p>Ability to develop and implement policies</p> <p>Ability to generate, organise and analyse data</p> <p>Ability to use initiative and be forward thinking</p> <p>Ability to communicate a vision and inspire others</p> <p>Excellent IT knowledge and skills</p> <p>Excellent interpersonal and communication skills</p>	<p>Understanding of strategies for school improvement</p> <p>Experience of working collaboratively with other schools</p> <p>Understanding of promoting positive relationships with the wider school community</p> <p>Understanding of Data Protection laws and processes</p> <p>Knowledge of upkeep of Single Central Record and DBS regulations</p> <p>Understanding of the implications of equal opportunities and inclusion</p> <p>Experience of safer recruitment procedures</p> <p>Awareness of health and safety management and procedures</p>
Personal Qualities	<p>Commitment to promoting the ethos and values of the school</p> <p>Team player, able to develop and maintain good working relationships with all members of the school's community through effective communication</p> <p>Positive and flexible attitude – can do</p>	

	<p>approach</p> <p>High standards and expectations with excellent attention to detail</p> <p>Calm, organised, professional attitude</p> <p>Sound judgement and integrity</p> <p>Commitment to maintaining confidentiality when dealing with sensitive issues, information handling and in the storage of information</p> <p>Ability to work under pressure and prioritise effectively</p> <p>Commitment to safeguarding and equality</p>	
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