



Employee Specification Form

Important - Study "Explanatory Notes" printed overleaf before completing form

Job Title	School Business Manager PO3
School	
Prepared by and date	

Essential Personal Attributes	Stage Identified	Desirable Personal Attributes	Stage Identified
Qualifications <ul style="list-style-type: none">• Administrative, financial or accounting qualifications equivalent to national qualifications, or Diploma of School Business Management.• Two A Levels or equivalent qualifications		<ul style="list-style-type: none">• Health and Safety• Safeguarding• A relevant management or professional qualification or willingness to undertake one• Excellent verbal and communications skills• Excellent time management and organisational skills• High expectations of self and professional standards	
Experience <ul style="list-style-type: none">• Ability to make independent decisions in relation to the development and operational delivery of services within school• Management experience involving varied activities across a range of functions including administration, facilities, finance and HR• Business and financial management of school resources• Financial preparation and planning, forecasting and expenditure of a school budget• Contributing to policies and initiatives including budget recommendations• Developing and implementing school policies and procedures• Experience of working in an office environment at a senior level		<ul style="list-style-type: none">• Previous experience as School Business Manager• Experience of managing and implementing strategic plans and financial reporting.• Experience of applying for school grants, fundraising and submitting bids• Capacity for, and interests in, enhancing further personal development	

<ul style="list-style-type: none"> • Analytical, judgemental and creative skills required to interpret varied and complex information • Successful team management and leadership • Effective and consistent management of staff, so to lead and manage the work and outcomes of other people, as well as working in a team • The ability to prioritise the workload with conflicting deadlines, whilst maintaining a high level of accuracy and attention to detail • Ability to produce management information reports with high levels of drive, energy and integrity 			
<p>Knowledge and skills</p> <ul style="list-style-type: none"> • Knowledge of business and administration management including finance, procurement, administration and staff management • To be able to assist in the implementation and evaluation of the effective management of health and safety within a workplace/setting • A proven ability to work sensitively and effectively with colleagues to help them to improve their everyday practice. • Analytical skills for interpreting data and complex information • Proven negotiation and influencing skills • As part of the SLT being able to plan and take control of situations • Develop strategic policies and initiatives • Effective use of specialist ICT packages • Proven ability to prioritise own and team workloads to meet deadlines • Ability to set clear objectives and targets • Effective decision making skills 		<ul style="list-style-type: none"> • Ability to relate well to children and adults • Full working knowledge of school-based policies / codes of practice and relative legislation • Ability to set clear objectives and targets. • Knowledge of GDPR and preparation for annual audit • Assist and guide the Governing Board on the SFVS submission 	

<ul style="list-style-type: none"> • Problem-solve and create innovative solutions • Ability to work under pressure effectively and productivity • Ability to provide clear leadership, direction and motivation • Effective people management skills • Use of specialist equipment / resources • Ability to plan and develop administrative systems • Excellent communication skills at all levels • Work constructively as part of a team, understanding school roles and responsibilities and own position therein • Demonstrate initiative and self management 			
Special Requirements <ul style="list-style-type: none"> • Committed to contributing to the wider school and its community • Follow safer recruitment • Operational responsibility for updating and recording of the Single Central Record • Managing procurement processes • May prepare and submit bids for funding 			

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These notes should be studied carefully before completing the form overleaf.

List the personal attributes required to fulfil the duties listed in the job description.

They must be:

- set at a level appropriate to the work to be done and *not* higher than necessary
- stated clearly and specifically
- entirely job related

Essential or Desirable

- Essential

Those requirements without which a candidate would be simply unable to do the job.

Any candidate who does not meet the essential requirements must be rejected.

Examples could be the possession of current driving licence or relevant qualification.

- Desirable

Those requirements which are desirable, but not essential.

A candidate should not be rejected for failing to meet any single desirable requirement.

Examples for certain jobs could be local government experience or knowledge of new technology.

Personal Attributes

- Qualifications

What qualifications, if any, should the postholder possess?

To what level

- Experience

What experience, if any, is relevant?

- Knowledge and Skills

Is there any knowledge (other than that covered by qualifications listed) or skills which are relevant? What should the postholder be able to do?

Do not list attributes which cannot be measured, eg “pleasant personality”, “flexible outlook”. Identify only what the postholder needs to do that requires him/her to be pleasant and flexible. Is it that the person needs to communicate effectively with callers (pleasant) or will need to work flexible hours (flexible). Try to specify the levels of skills that are required, eg if numeracy is specified as a requirement, you should indicate the levels of skill, ie keeping records of petty cash or able to control and monitor substantial budgets.

- Special Requirements

Are there any conditions of service which differ from the norm and with which the postholder must comply? eg live-in requirements, flexible working hours, weekend working.

Stage Identified

Indicate at which stage in the selection process the personal attribute is to be identified, eg application form, interview, tests, references, etc