



## TTSAT Person Specification - School Business Manager

Attributes	Requirements		Assessment Method
	Essential	Desirable	
<b>Qualifications</b>	Recognised management/ business degree or equivalent related professional qualification or degree level academic achievement	School Business Manager specific qualification i.e. DSBM, CSBM. ADSBM or Msc School Business Management	Certificates at interview
<b>Training</b>	Evidence of Continuing Professional Development	Member of National Association of School Business Management	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Demonstrable experience in finance and personnel management.</li> <li>• Experience in producing reports and advising the Headteacher on the findings of projects / reviews</li> <li>• Experience of understanding financial information, managing budgets effectively and ensuring financial propriety with School procedures and current Local Government Finance legislation</li> <li>• Experience of project management, planning, managing and monitoring of work</li> <li>• Managing Health &amp; Safety</li> <li>• Evidence of success in building and forming working relationships across professional and operational boundaries</li> </ul>	<ul style="list-style-type: none"> <li>• Managing within an educational environment.</li> <li>• Managing at a Senior Management Team level.</li> <li>• Fund raising and or preparing and submitting grant applications</li> <li>• Project management</li> <li>• Experience of leading and managing staff</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview activity</li> </ul>
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>• A good understanding of how Fair Funding and Self Management impacts on community primary schools.</li> <li>• Working knowledge of equal opportunities and managing diversity to promote antidiscrimination How the application of the principles of Best Value</li> <li>• Financial management and accounting in an educational setting</li> <li>• An understanding of Teachers' and Local Government pay</li> </ul>	Financial management and accounting in an educational setting <ul style="list-style-type: none"> <li>• An understanding of Teachers' and Local Government pay and terms of conditions.</li> <li>• Knowledge of schools-based software.</li> <li>• Use of excel spreadsheet</li> <li>• Experience of leading a team</li> <li>• Understanding of promoting positive relationships with the wider school community.</li> </ul>	Application form Interview

	<ul style="list-style-type: none"> <li>• The ability to develop and manage a variety of administrative systems.</li> <li>• Analytical skills, able to analyse data and information and use to monitor and support activities to promote solutions.</li> <li>• Ability to develop and maintain good relationships with a wide range of people, from parents and pupils to outside agencies.</li> <li>• Excellent ICT skills e.g. confident and adept in use of Microsoft applications e.g. Word, Excel</li> <li>• Shows drive, enthusiasm and commitment in the achievement of business objectives</li> <li>• The ability to use initiative, prioritise and meet deadlines</li> </ul>		
<b>Special Conditions</b>	<p>Motivated to work with children &amp; young people.</p> <ul style="list-style-type: none"> <li>• Ability to form &amp; monitor appropriate relationship &amp; personal boundaries with children &amp; young people.</li> <li>• Emotional resilience in working with challenging behaviours.</li> <li>• Ability to work under pressure, meet deadlines and encompass attention to detail.</li> <li>• Appropriate attitudes to use of authority &amp; maintaining discipline.</li> <li>• The postholder may be required to work outside of normal school hours on occasion, with due notice.</li> <li>• All postholders will be required to undertake an enhanced DBS check. Individuals on the children's barred list (and adults barred list where relevant) should not apply.</li> <li>• An understanding of the principles of Keeping Children Safe in Education and a commitment to ensuring the health, safety and wellbeing of all children.</li> </ul>		Application form Interview