

School Business Manager  
Job Specification

**1. Training and Qualifications**

	Essential	Desirable	Evidence
A school business management qualification (e.g. Level 4 Diploma for School Business Managers or above) <i>or willingness to undertake training for a recognised SBM qualification</i>	✓		App form
A level or equivalent qualifications, or equivalent relevant experience.	✓		App form
Good level of general education including Maths & English (Grade A – C or 9 – 4)	✓		App form
Evidence of continuous professional development in administration, managing budgets, financial analysis and reporting	✓		App form
Current First Aid qualification		✓	App form

**2. Experience**

	Essential	Desirable	Evidence
Managing budgets, financial reporting, procurement and fixed assets	✓		App form interview
Experience of working in an educational environment (HE or schools/colleges).	✓		App form interview
Experience of managing and/or leading staff.	✓		App form interview
Experience of developing and managing office/administration functions/systems.	✓		App form interview
Experience of dealing professionally with wide range of people including parents and children.	✓		App form interview
Experience of working in a busy office with competing priorities.	✓		App form interview

**3. Skills and Knowledge**

	Essential	Desirable	Evidence
Financial management and accounting procedures	✓		App form interview
Financial management and accounting procedures in an education setting		✓	
Good working knowledge of operational business systems including health and safety and HR	✓		App form interview
Ability to work with autonomy within set boundaries	✓		Interview

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Excellent interpersonal skills and an ability to relate and communicate effectively with children, staff and parents	✓		Interview
Ability to undertake multiple priorities whilst meeting conflicting demands, deadlines and interruptions	✓		Interview
Ability to interpret varying situations and solve problems on a day to day basis.	✓		Interview
Ability to work collaboratively and lead a team	✓		Interview
Good working knowledge in Microsoft Office particularly Outlook, Word and Excel.	✓		Interview
Good written and oral communication skills.	✓		Interview
Knowledge and understanding of child protection/safeguarding	✓		App form interview
Demonstrate ability to be organised, logical and methodical.	✓		Interview
Knowledge and understanding of educational based software eg SIMS, School's Financial software		✓	App form interview
Understanding of Data Protection including GDPR and ability to remain discrete when privy to confidential information	✓		Interview

**4. Personal Qualities**

	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
Evidence of strong organisational and self-management skills	✓		Interview
Proven ability to remain calm and work under pressure whilst prioritising effectively.	✓		Interview
Proven ability to work on own initiative with a proactive approach.	✓		Interview
Proven ability to work collaboratively with others	✓		Interview
Proven ability to deal sensitively with people and resolve conflict	✓		Interview
Proven ability to work flexibly under pressure to be able to meet deadlines	✓		Interview
Commitment to maintaining confidentiality at all times	✓		Interview
Commitment to safeguarding and diversity.	✓		Interview
Commitment to self-development and learning	✓		Interview

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### 5. Confidential references and outcomes

**Applicants must be able to positively provide the following information if successfully appointed:**

At least 2 written professional references
Confirmation of professional and personal knowledge, skills and abilities
Positive recommendation from current employer or training organisation
Satisfactory health and attendance record
Satisfactory enhanced DBS check and other pre-employment checks as required