

Northgate Primary School Person Specification



School Business Manager

		Essential	Desirable
Knowledge / Qualifications	A degree in a relevant field (or other further qualifications)		✓
	School Business Manager Qualification or Equivalent	✓	
	Understanding of school financial procedures	✓	
	Up to date knowledge of Company Finance		✓
Experience	Successful leadership and management experience in a school or relevant field outside of education	✓	
	Involvement in school (or business) self-evaluation and improvement planning	✓	
	Line managing experience	✓	
	Financial accounting and management	✓	
	Building and monitoring budgets	✓	
	Year-end accounts preparation	✓	
	Systems implementation	✓	
	HR management		✓
	Facilities and property management		✓
	Health and Safety		✓
	Team working	✓	
Skills & Abilities	Knowledge of financial management	✓	
	Excellent attention to detail	✓	
	High level of computer literacy	✓	
	Effective communication and interpersonal skills – the ability to communicate effectively orally and in writing to a range of audiences	✓	
	Previous use of SIMs		✓
	Ability to manage communication systems	✓	
	Think creatively to solve problems and identify opportunities	✓	

	Ability to communicate a vision and inspire others	✓	
	Ability to build effective working relationships with staff and other stakeholders	✓	
	Prioritise and manage own time effectively	✓	
	Work under pressure and to deadlines	✓	
	Actively challenging professional goals	✓	
	Take responsibility for own professional development	✓	
Personal Qualities & Attitudes	Commitment to promoting the ethos and values of the school and getting the best outcomes for pupils	✓	
	Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school	✓	
	Commitment to maintain confidentiality at all times	✓	
Suitability to Work with Children & Attitudes	Has up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of , children and young people	✓	
	Displays commitment to the protection and safeguarding of children and young people	✓	