



## Thornhill Primary School

### Senior School Business Manager – Person Spec

	<b>Essential</b>	<b>Desirable</b>	A=application R=reference I=interview C=certificate
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• GSCE education to include English Language and Maths (or equivalent)</li> <li>• Record of Continuing Professional Development</li> <li>• School Business Management Level 4 Diploma</li> </ul>		A C
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Managing strategic financial plans</li> <li>• Managing budgets, financial reporting, procurement and fixed assets</li> <li>• Financial analysis and reporting</li> <li>• Managing and leading teams</li> <li>• Working effectively with internal and external partners</li> </ul>	<ul style="list-style-type: none"> <li>• Working in a strategic role in public or educational sector</li> <li>• Managing at a senior level</li> <li>• Experience of leading performance management of staff</li> <li>•</li> </ul>	A I
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Financial management and accounting procedures</li> <li>• Schools Financial Value Standard (SFVS)</li> <li>• Information management systems</li> <li>• HR policies/codes of practice/legislation</li> <li>• Resource management and procurement</li> <li>• Personnel procedures and employment legislation</li> <li>• An awareness and understanding of safeguarding responsibilities of all adults who work with children</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	A I
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Higher level IT skills</li> <li>• Analytical skills</li> <li>• Ability to use initiative, prioritise, meet deadlines</li> <li>• Excellent interpersonal skills</li> <li>• Effective communicator and presenter – orally and in writing</li> <li>• Ability to lead and also to work as part of a team</li> <li>• Ability to maintain a positive and professional demeanour</li> </ul>		A I C
<b>General</b>	<ul style="list-style-type: none"> <li>• Demonstrate a commitment to the school vision, aims and ethos, its community and the school improvement agenda</li> </ul>		A I