



St. James' Church of England Academy

Pokesdown Hill, Christchurch Road
 BOURNEMOUTH
 BH7 6DW
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Email office@stjamescebourne-mouth.com

School Business Manager – Person Specification

Attributes	Essential	Desirable
Qualifications & Training	Evidence of: <ul style="list-style-type: none"> ✓ English/Maths GCSE or equivalent training and/or qualifications ✓ Enhanced DBS clearance ✓ Excellent IT skills ✓ Evidence of continuous Professional Development 	Evidence of: <ul style="list-style-type: none"> ✓ A degree qualification or equivalent ✓ Bookkeeping or Accountancy qualification ✓ Child Protection training
Experience	Evidence of: <ul style="list-style-type: none"> ✓ Motivating and leading staff ✓ Developing effective administrative systems and procedures ✓ Leading and evaluating projects ✓ Successful implementation of organisational change 	Evidence of: <ul style="list-style-type: none"> ✓ Previous experience of working as a school business manager ✓ Experience of Senior Leadership in a public/private sector setting ✓ Experience of Financial Management
Abilities, skills and knowledge	Evidence of: <ul style="list-style-type: none"> ✓ The ability to work strategically across a broad remit and adopt long term perspectives ✓ An understanding of HR processes ✓ An understanding of effective IT administration systems ✓ The ability to communicate verbally with and write reports for a range of stakeholders ✓ The ability to prioritise conflicting demands and thrive under pressure 	Evidence of: <ul style="list-style-type: none"> ✓ Knowledge of financial standards, and financial procedures and regulations in schools ✓ The ability to take a problem solving approach to tasks and develop well thought through, valid and financially sound solutions ✓ The ability to be flexible and able to respond to

	<ul style="list-style-type: none"> ✓ The ability to build and maintain effective working relationships with a wide variety of people ✓ The ability to maintain strict confidentiality ✓ The ability to negotiate, consult and make effective decisions ✓ Committed to safeguarding and promoting the welfare of children 	the unexpected in a calm and reassuring manner
Personal qualities	<p>Evidence of:</p> <ul style="list-style-type: none"> ✓ Demonstrates Leadership Ability and can make well considered balanced decisions ✓ Being an effective communicator, able to build and sustain positive relationships with all stakeholders in the school community ✓ The highest level of integrity and probity ✓ The adaptability to change and embrace innovation and creativity ✓ Energy, vigour, resilience and perseverance 	<p>Evidence of:</p> <ul style="list-style-type: none"> ✓ The ability to think conceptually to identify new and improved ways of operating and overcoming barriers
Notes	<p>The above will be evidenced by a variety of means including:</p> <ul style="list-style-type: none"> ✓ Application Form ✓ Letter of Application ✓ References ✓ Interview Process 	