PERSONNEL SPECIFICATION

Job Title	School Business Manager
Band/Job Group	Band G
Hours/Weeks	37 hours plus 5 training days
Special Conditions	
Thematic Area	Children & Young People's Service
School	Holy Trinity CofE Primary School
Responsible to	Head Teacher

Factors	Essential	Assessment Method
Qualifications	Recognised management/business degree or equivalent related professional qualification. School Business Manager specific qualification i.e. DSBM, CSBM. ADSBM Msc School Business Management	Certificates at selection event
Training	Evidence of Continuing Professional Development. A working knowledge of MS Office and SIMS Competent in the use of IT packages, e.g. spreadsheets. Through knowledge of administrative processes. An understanding of the confines of confidential working e.g. Data Protection Knowledge of accounting procedures Understanding of administration and financial school systems including FMSIS with effective results. Member of National Association of School Business Management	Application form. Selection event
Experience	Managing strategic financial plans. Managing budgets, financial reporting, procurement and fixed assets. Managing change projects. Managing teams. Managing HR. Managing H & S. Experience of using Microsoft Office applications, e.g. Word, Excel, PowerPoint. At least two years experience of working in an administrative/secretarial field, including finance Managing within an educational environment. Managing at a Senior Management Team level. Knowledge of or willing to learn SIMS system	Application form. Selection event
Knowledge, **Practical and Intellectual Skills**	Able to deliver services and systems applicable for effective school management. Able to deliver value for money initiatives. Able to understand national & regional educational services and deliver appropriate strategies. Able to lead teams and individuals. Able to strategically influence decision making within the school. Able to use a range of ICT packages. Demonstrable ability to produce a good standard of written work, e.g. response to correspondence, reports, minutes etc Understanding of educational enterprise issues. Understanding of promoting positive relationships with the wider school community.	Application form. Selection event

Personal Qualities/ **Disposition**	Highly developed interpersonal skills including influencing skills. Willingness to constructively challenge the work of self and others to continually improve own and team performance. Ability to work under pressure and meet deadlines. Be proactive. Excellent communication skills – written and verbal Ability to understand, interpret and act upon complex information Line management of Personnel Decision making and negotiating skills Problem solving skills High standard of presentation Ability to delegate appropriately and to monitor the performance of others Self motivated and able to work to deadlines. Able to work on own initiative and as an effective member of a team. Attention to detail. Able to work accurately and calmly, even under pressure whilst being positive. Diplomatic and tactful. Able to support, influence and motivate others. A professional approach with absolute integrity and maturity to deal with sensitive issues on a highly confidential manner. To be able to work positively with primary age children Accept responsibility Readiness to act as clerk to governors Readiness to make a full contribution to school life	Application form. Selection event

- Enhanced CRB Clearance is a legal requirement.

Registration Requirements:	**Yes**	**No**	**Description**
Is this post a **Regulated Activity**			
Is the Frequently or Intensive test met			
Is the activity in a Specified place			
Is the activity a specified Position			
Is the post a **Controlled Activity**			
Is the Frequently or Intensive test met			
Explain the nature of the opportunity for contact			

CRB Disclosure check only	Yes	No	Eligibility Code
Is this post eligible for a CRB check but not registration			

SAFEGUARDING OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS

Please read this important information if your post is a Regulated Activity, working or having contact with Children or Vulnerable Adults.

1. Exemption Orders to the Rehabilitation of Offenders Act 1974 permit us to ask you to tell us about all convictions or cautions on your application form. You are obliged to tell us.

2. Under the Vetting and Barring Scheme, we will need to check that you are not barred from working or contact with Children, Young People, or Vulnerable Adults (according to the post).

   Currently we will discover this from an application by you for an Enhanced CRB Disclosure, which we will arrange for you.

3. If you are already barred from working with either Children & Young People or Vulnerable Adults, we cannot by law employ you for this post, and you will commit an offence by making an application.

4. If you are not barred, a criminal record will not automatically bar you from employment, but you may be required to attend a meeting with a Senior Officer of the Council to discuss the details of your record.

5. All information provided by you and the CRB Disclosure, will be kept secure and only made available to persons who need to view it for employment purposes. It will be destroyed after use. We have undertaken to comply with the CRB Code of Conduct relating to storage and security of all Disclosure information. A copy of our policy may be seen at our main offices as below.

1 Providence Place, West Bromwich B70 8SZ

HR Enquiry Desk: 0121 569 3300, or recruitment_team@sandwell.gov.uk