

PERSON SPECIFICATION

JOB TITLE: School Business Manager A+ **DEPARTMENT:** Education

GRADE:

POST NO:

PREPARED BY:

DATE: October 2025

E = ESSENTIAL D = DESIRABLE		SOURCE OF EVIDENCE - APPLICATION = A TEST = T INTERVIEW = I
	1. EXPERIENCE, direct work experience, other relevant experience. W = Senior management experience leading finance and staffing.	A/I
	Experience of developing, implementing and evaluating business strategies.	A/I
	Experience of negotiating and managing contracts.	A/I
		A/I
	2. KNOWLEDGE, without which the job cannot be done effectively. W = Good knowledge of current employment law and HR good practice – CIPD qualification preferred.	A/I/T
	Excellent knowledge of child protection, safeguarding and safer recruitment legislation and practice.	A/I/T
		A/I
	3. SKILLS & ABILITIES, Essential/Capable of doing, Desirable/Able to train. W = Excellent interpersonal skills, including the ability to consult, negotiate, persuade and influence at senior levels.	A/I
	Strong organisational and planning skills with excellent time management – ability to prioritise deadlines.	A/I
	Ability to manage conflict and achieve positive outcomes.	A/I
	Ability to motivate and lead a multi-disciplinary team.	A/I
	Excellent written communication skills; the ability to communicate clearly and concisely and to comply with normal conventions when preparing HR investigation and finance reports.	A/I
		A/I
	4. QUALIFICATIONS, TRAINING & EDUCATION, also identify training to be given. W = CSBM / DSBM qualified with evidence of significant professional development – accountancy qualifications to at least level 4 preferred.	A/I
	CIPD qualification preferred.	
		A/I
	5. PERSONALITY, SOCIAL SKILLS, Relationships, thinking style, disposition. W = A/I A/I	
	6. OTHER FACTORS, Physical, Mobility, Availability, Conditions, etc. W = A/I	
	CONTRA INDICATIONS, if any W = A/I A/I	