

# Bushbury Nursery School School Business Manager – Person Specification



	Essential	Desirable	Evidence
<b>Qualifications</b>			
<ul style="list-style-type: none"> <li>➤ Level 4 DSBM/CSBM or evidence of working towards a relevant discipline.</li> <li>➤ Minimum GCSE (or equivalent) Maths and English at grade A-C</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>		Application Original Certificates
<b>Professional Development &amp; Training</b>			
<ul style="list-style-type: none"> <li>➤ Recent, relevant professional development in current information, data and finance systems</li> <li>➤ Evidence of further professional training.</li> <li>➤ Trained in Safer Recruitment and employment</li> <li>➤ Trained Designated Safeguarding Lead</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>	Application Original Certificates
<b>Experience</b>			
<ul style="list-style-type: none"> <li>➤ At least 3 years experience working in a relevant Financial and/ or Administrative management role in an educational setting</li> <li>➤ Full working knowledge of relevant polices/ legislation</li> <li>➤ Knowledge of Microsoft office including Word, Excel, TEAMS &amp; Forms</li> <li>➤ Proven experience in Schools finance including in the development, management and operation of financial management systems</li> <li>➤ Experience of budget management and preparation in a learning environment or similar</li> <li>➤ Previous experience within an educational environment</li> <li>➤ Have knowledge of school financial, personnel and administrative systems</li> <li>➤ Full working knowledge of Health and Safety</li> <li>➤ Use of SIMs/FMS/Agresso systems</li> <li>➤ Knowledge and experience of SIMS data base (pupil &amp; Staff data/records)</li> <li>➤ Experience of maintenance and development of website</li> <li>➤ Managing H&amp;S</li> <li>➤ Ability to write and review risk assessments</li> <li>➤ Experience of Premises Maintenance</li> <li>➤ Experience in HR management</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>	Application/Reference/Task

<b>Skills / Abilities</b>			
<ul style="list-style-type: none"> <li>➤ Ability to manage the schools administrative and financial systems</li> <li>➤ Ability to manage, lead, organise deploy and motivate a small team</li> <li>➤ Ability to formulate ideas and solutions and present them effectively to the Headteacher / Governing Body and possess decision making skills</li> <li>➤ Proven ability to liaise with external agencies, businesses or contractors</li> <li>➤ Ability to persuade, motivate, negotiate and influence</li> <li>➤ To be able to work under pressure in a very busy and diverse environment</li> <li>➤ Proven organisational skills. High level of accuracy and attention to detail</li> <li>➤ Prioritise, plan and organise. Ability to manage a variety of competing priorities and meet deadlines</li> <li>➤ Advance skills to use and manage ICT systems and resources effectively</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>		Application/Reference /Interview
<b>Personal Qualities</b>			
<ul style="list-style-type: none"> <li>➤ Excellent personal and written communication skills</li> <li>➤ Ability to work as a member of a team.</li> <li>➤ Able to respond flexibly and adapt to changing and challenging circumstances</li> <li>➤ Operate calmly and effectively. Show initiative and self-motivation</li> <li>➤ Show commitment to a clear and shared vision for an effective organisation</li> <li>➤ Recommend and show a positive attitude to change</li> <li>➤ An ability to positively promote the school to pupils, parents, colleagues and other community groups.</li> <li>➤ Highly motivated with high expectations, a positive attitude and a good sense of humour</li> <li>➤ The ability and willingness to work in partnership with other members of the school team.</li> <li>➤ A high level of personal integrity</li> <li>➤ An approachable professional who responds well to and offers constructive advice</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>		Application/Reference /Interview

Other			
<ul style="list-style-type: none"> <li>➤ To demonstrate success in involving parents, governors and the community in the school where appropriate</li> <li>➤ Be committed to staff development.</li> <li>➤ Promotion of positive behaviour strategies</li> <li>➤ An awareness, understanding and commitment to equal opportunities</li> <li>➤ Awareness and understanding of Safeguarding responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>		Application/Interview