



Barnfield Primary School Person Specification - School Business Manager

Attributes	Essential	Desirable	Evidenced by
Qualifications & Training	Evidence of: <ul style="list-style-type: none"> • Recognised management/business degree or professional qualification/s and/or a minimum of three years proven experience in this area. • Excellent written and oral communication skills. 	Evidence of: <ul style="list-style-type: none"> • Professional qualification in school business leadership (CSBM, DSBM, ADSBM or similar) • Degree qualification or equivalent • Accountancy qualification • Safer recruitment qualification • Human resources qualification 	All evidenced by A, S, C
Experience	Evidence of: <ul style="list-style-type: none"> • Working in a school office environment or similar with responsibility of managing a team • Financial management including financial planning, budget setting, financial reporting, leading and evaluating projects preferably in an education setting. 	Evidence of: <ul style="list-style-type: none"> • Three years of management in a public or private sector setting. • Forming business partnerships. • Having worked as a school business manager. • Leading strategically and developing multi-disciplined professional teams. • Successful grant applications and/or completing applications to secure funding. • Implementing legislation and regulations • Working effectively with a wide range of external partners 	All evidenced by A, S, R, I, T
Professional knowledge and skills	Evidence of: <ul style="list-style-type: none"> • Analysing financial data and planning an appropriate course of action for short and long-term improvements. • Having knowledge of financial standards, procedures and regulations. • Having good knowledge of HR and change processes, systems and structures including relevant safeguarding procedures. • Reviewing systems to ensure the robust evaluation of performance and actions to secure improvements. • Excellent organisational, communication and problem-solving skills, able to use own initiative and work proactively both in a team and independently. • Being an effective team player who works collaboratively and effectively with others. • Communicating effectively with a wide range of different audiences (verbal and written, using ICT as appropriate). • Supporting, motivating and inspiring colleagues by leading through example. 	Evidence of: <ul style="list-style-type: none"> • Building collaborative learning cultures and actively engaging with other schools / organisations to build effective partnerships. • Strategic leadership • Knowledge and understanding of Child Protection and Safeguarding legislation. • Knowledge of the principles and practice in relation to building services, fire safety, energy management and conservation. 	All evidenced by A, S, R, I, T

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	<ul style="list-style-type: none"> • Managing difficult situations and conflict diplomatically • Working successfully with a range of external agencies. • Keeping up-to-date with health and safety legislation, government policies and procedures, contracts, data protection, Freedom of Information Act and copyright laws. 		
Personal qualities	<p>Evidence of:</p> <ul style="list-style-type: none"> • Being flexible and able to respond to the unexpected in a calm and reassuring manner. • Having a commitment to continuous improvement through self-evaluation, accountability and transparency. • Excellent interpersonal and influencing skills. • The ability to maintain strict confidentiality. • Being an effective communicator with the ability to build and sustain positive relationships with a wide variety of people. • Being committed to the highest levels of integrity, probity and standards. • Adapting to change and embracing innovation and creativity. • Having energy, vigour, resilience and perseverance. • A high level of motivation, a 'can do' attitude and a willingness to be involved at all levels. 	<p>Evidence of:</p> <ul style="list-style-type: none"> • Thinking conceptually to identify new and improved ways of working and overcoming barriers. 	All evidenced by A, S, R, I, T
<p>All staff MUST demonstrate a commitment to:</p> <ul style="list-style-type: none"> • Safeguarding and child protection • Equalities and the Equity Act 2010 • Promoting the school's vision and ethos • Contributing to a high-quality, stimulating learning environment • Relating positively to and showing respect for all members of the school and wider community • Ongoing relevant professional self-development 			
Code	<ul style="list-style-type: none"> • Application Form • Personal Statement • References • Interview • Tasks <p>Qualification Certificates</p>		

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Barnfield School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. We value and celebrate the cultural diversity of our school community, and we seek to promote equality of opportunity for all applicants.

This position is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended 2013 and 2020). Should you be successful in your application, any offer of employment will be subject to an enhanced Disclosure and Barring Service (DBS) check, two good safeguarding references (one of which must be from the current or most recent employer), medical clearance and a 6-month probationary period. Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent.

The school complies with the DBS code of practice and has a DBS Policy which outlines the policy on the recruitment of ex-offenders, both of which are available on request. Shortlisted candidates will be required to declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and do not need to be disclosed – these offences will also not be taken into account by the school.