

PERSON SPECIFICATION

School: Phoenix College	Department/Division: Education & Community
Job Title: School Business Manager	Post Reference No:

Qualifications/Education/Training:

- Skill level NVQ 4
- Qualified business management professional (AAT/part qualified accountant/CSBM, DSBM etc.
- Very good literacy and numeracy skills
- Evidence of continuing professional development

Experience

- Experience in school finance, management, compliance and governance
- Managing strategic plans
- Managing budgets, financial reporting, procurement and fixed assets
- Managing change projects
- Human Resource management including safeguarding requirements
- Managing Health and Safety
- Able to use a range of IT packages including Microsoft and accounting packages
- Experience of being part of a Senior Leadership Group

Knowledge, Skills and Abilities

You will be:

- Flexible
- Trustworthy and reliable
- Willing to act as an ambassador for the school
- Able to communicate effectively through highly developed interpersonal skills
- Willing to constructively challenge the work of self and others to continually improve own and team performance
- Forward thinking, creative, receptive to change and able to work with the team
- Able to deliver training and coaching to team members

You will have the ability to:

- Deliver systems and services required for effective school management
- Ensure “value for money” in a school context
- Recognise and evaluate risk
- Produce reports to show comparisons
- Be able to strategically influence decision making within the school
- Work on your own initiative and pro-actively manage your own time
- Prioritise and meet deadlines
- Work accurately with good attention to detail
- Seek out and advise on current regulations and legislation pertaining to aspects of the

role such as HR, Health and Safety and safeguarding

You will have:

- A strong interest in the education and well-being of young people
- Strong influencing/negotiation skills
- An understanding of strategic planning and the tools used to support and develop this
- Strong attention to detail
- Knowledge of health and safety and be able to lead on this in the school
- Premises management knowledge
- Appreciation of confidentiality
- Suitability to work with children