



NEW MILLS SCHOOL

PERSON SPECIFICATION – SCHOOL BUSINESS MANAGER

	ESSENTIAL	DESIRABLE
EDUCATION/QUALIFICATIONS		
Degree level education or equivalent professional experience.	x	
Business Management qualification or other relevant qualification for the role (or firm commitment to gain such a qualification)	x	
Accountancy or other financial qualification		x
Health and safety or facilities management qualification		x
A proven commitment to Continuing Professional Development	x	
KNOWLEDGE AND EXPERIENCE		
Senior leadership or management experience within a school or comparable organisation	x	
Experience of working as part of a Senior Leadership Team, contributing to strategy and policy development	x	
Experience in a secondary school setting		x
Experience of budget planning, monitoring and reporting at organisational level	x	
Experience of procurement and contract management	x	
Experience of income generation or lettings		x
Experience leading estates or capital projects		x
Experience of contributing to strategic planning and leading change management	x	
Experience of working with and influencing internal and external stakeholders, including governors or equivalent governance structures	x	
Experience of line management and staff development, building effective teams	x	
Excellent ICT skills, including use of finance systems and management information systems	x	
Knowledge of how schools are funded (or ability to acquire quickly)	x	
Excellent ICT skills, particularly in the use of Microsoft Office applications and financial/accounting systems	x	
Experience of working in a Senior Management Team providing input to wider strategy and policy making decisions	x	
Experience in developing and delivering Change Management programmes	x	
Experience of working with young people		x
LEADERSHIP BEHAVIOURS AND QUALITIES		
Strategic thinker with a practical, solution-focused mindset	x	
High levels of integrity, professionalism and discretion	x	
Resilient, calm and effective under pressure, with the ability to manage competing priorities	x	
Able to analyse complicated data and communicate to others in a simple yet effective manner	x	

Able to successfully manage relationships with a large range of stakeholders, including staff, parents, governors, external agencies, members of the local community and suppliers	X	
Collaborative leader able to build trust, accountability and strong relationships with stakeholders	X	
Ability to lead and work as part of a team	X	
Flexible, adaptable and committed to continuous improvement	X	
Commitment to equality, diversity and inclusion	X	
Passion for supporting excellent outcomes for all students	X	
Committed to safeguarding and equality	X	
Honest, reliable and committed to safeguarding	X	