



ST URSULA'S CONVENT SCHOOL
PERSON SPECIFICATION –SCHOOL BUSINESS MANAGER

Qualifications and background	Essential	Desirable	
Finance qualification or similar accreditation		✓	
A relevant professional management qualification		✓	
Experience of work as a SBM in a school or similar organisation	✓		
Knowledge and Experience			
Administration experience including the management and operation of administration systems and procedures, including audits	✓		
Experience of managing budgets and financial reporting systems	✓		
Experience of reporting systems used in School environments		✓	
Experience of managing different teams	✓		
Use of ICT including Microsoft Office, also to analyse data	✓		
Experience of leadership of a team of staff ideally including those not directly supervised throughout the day	✓		
Commitment to personal/professional development	✓		
Working knowledge of facilities management	✓		
Experience of project management		✓	
Working knowledge of Health and Safety Legislation	✓		
An understanding of procurement, contracts, risk assessment, health and safety and traded services in organisations	✓		
Experience of working effectively with a wide range of external partners	✓		
Successful experience in the submission of bids securing funding in the public sector	✓		
An understanding of school management issues and the role of the Governing Body	✓		
Knowledge and understanding of Child Protection and Safeguarding legislation	✓		
Performance Management appraisals for all support staff		✓	
Knowledge of managing personnel procedures, including managing the Sickness Absence	✓		

Skills and Abilities			
Excellent organisation skills	✓		
Experience in marketing and revenue generation	✓		
High level communication skills	✓		
Excellent time management skills	✓		
Proven high level of negotiating skills	✓		
Ability to organise own work load and priorities on a day-to-day basis using own initiative	✓		
An ability to consult and share decision making with the senior leadership team	✓		
Reporting to the Governing body or similar board of Directors/Trustees		✓	
Experience of adapting to organisational change		✓	
Personal Qualities			
High standards of professionalism with regards to confidentiality and discretion	✓		
A total commitment to equal opportunities	✓		
Highly motivated, positive and self-reliant	✓		
Willingness to take on other roles and responsibilities within the team	✓		
Empathy with the School's core aims as an Ursuline School and Serviam	✓		
Flexibility – the ability to work with the School on Open Days/Saturday revision and any other meetings applicable to your role when appropriate	✓		
Other Requirements			
Excellence record of attendance and punctuality	✓		
Comply with safer recruitment checks including DBS and list 99	✓		
Experience of working in partnership with other schools / Academies		✓	