

## PERSON SPECIFICATION SCHOOL BUSINESS MANAGER

	Necessary	Desirable
Qualifications	A degree or appropriate qualifications in Accountancy (e.g. CIMA or equivalent), and relevant experience	Evidence of further professional study. Experience or working in a school environment.
Experience	A proven record of extensive relevant managerial experience in a school, or business setting. Use of relevant ICT software packages to manage information	Relevant experience in a school setting, including SIMS/ FMS6, or other schools' information management systems.
Skills / Knowledge	Knowledge of management practices and legislation relating to finance and personnel.	Knowledge of management practices and legislation relating to health & safety and school admissions.
Other	Commitment to the school ethos of "aiming high", "everyone matters", and continuous improvement.  High level of inter-personal skills required to fulfil this complex role.  An excellent communicator, both on paper and orally.  Work effectively in a team.	