ROCHDALE BOROUGH COUNCIL
PERSON SPECIFICATION

School Business Manager Level 3 **Grade 9 – SCP 34-38**

Note to Applicants

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

- The *Essential* Criteria are for the qualifications, experience, skills or knowledge you MUST SHOW YOU HAVE to be considered for the job.
- The *Desirable* Criteria are used to help decide between candidates who meet ALL the Essential Criteria.
- The *How Identified* column shows how the Council will obtain the necessary information about you.
- If the How Identified column says the Application Form next to an Essential Criteria or a Desirable Criteria, you MUST include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.
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ATTRIBUTES	ESSENTIAL	HOW IDENTIFIED	DESIRABLE	HOW IDENTIFIED
QUALIFICATIONS AND EXPERIENCE	• To possess GCSE English and Mathematics at Grade A*- C, or GCSE Level 4 - 9, or a Level 2 qualification in Literacy and Numeracy. • Click here to enter text. • At least 5 years' experience of a range of financial responsibilities including managing a significant budget in line with the job description, accounting for cash and preparing accounts. • At least 5 years' experience of working in a school environment with large financial management responsibilities, along with successful experience of a range of income generation. • At least 5 years' experience of development, management and operation of administrative systems, including taking accurate minutes. • Extensive experience of line management of staff.	**Application Form/Checking of Certificates** **Application Form/Interview Test/presentation at interview**	• Possess or have a willingness to achieve the European Computer Driving Licence (ECDL) or equivalent. • Click here to enter text. • Experience of working with children in a paid or voluntary capacity	**Application Form/Checking of Certificates**

SKILLS AND KNOWLEDGE	• Understanding and knowledge of the importance of safeguarding / child protection when working in a school setting. • Have a full understanding and knowledge of the legislative framework for schools and education • To be able to demonstrate strong effective leadership and management skills with experience of strategic planning including business planning and the ability to make a strategic contribution to the schools leadership team • To be able to demonstrate strong leadership skills and have the experience of identifying clear goals and deliver positive outcomes through effective performance management arrangements • Knowledge of data protection and understanding of the importance of maintaining confidential information. • Full working and in depth knowledge of relevant policies/codes of practice and legislation • In depth knowledge of financial management, financial regulations and good finance practice.	**Application Form/Interview Test/presentation at interview**		**Application Form/Interview**
SKILLS AND KNOWLEDGE	• Ability to interpret advice/statue and devise policy/practice in the light of these. • Ability to evaluate and develop administrative systems to create more efficient practises. • Strong analytical skills to interpret a range of legislation and regulations and	**Application Form/Interview Test/presentation at interview**		

	experience of developing innovative solutions to complex issues. • Ability to effectively present complex written and verbal information to a variety of audiences (internal and external). • Fully competent in the use of IT packages e.g. Microsoft Word, Excel, Access and Outlook • Excellent communication, negotiation and persuasion skills, with internal and external audiences. • Ability to work as part of team, understanding schools roles and responsibilities and your own position within these. • Ability to organise, lead and manage a multi-disciplinary team effectively. • Ability to promote a positive ethos and be an effective role model. • Highly organised and able to prioritise tasks, handle conflicting priorities and meet deadlines within a busy environment. • Ability to self-evaluate learning needs and actively seek learning opportunities. • Ability to relate well to children and adults.			
SPECIAL WORKING CONDITIONS	• Ability to attend meetings out of school hours. • Willingness to participate in relevant training and development opportunities. • Flexible in approach and able to meet the changing demands of the role. • The ability to converse at ease with customers and service users and provide advice in accurate spoken English.	**Application Form/Interview**		