

School Business Manager – Employee Specification

Criteria	Essential (E) Desirable (D)	Method of Assessment Interview (IV) Application Form (AF) Reference (R)
Qualifications (Candidates will be required to provide evidence of qualifications at the point of interview.)		
Capability to achieve a recognised management qualification commensurate with NVQ level 4.	E	AF
An in depth knowledge of professional accountancy standards and principals	E	AF
At least 5 years' experience in successfully preparing and managing large/complex/varied budgets and final accounts.	E	AF
At least 3 years proven managerial experience in: <ul style="list-style-type: none"> a strategic and policy role a service delivery role leading, motivating & developing professional and administrative staff. 	E	AF
DSBM (Diploma of School Business Management) qualification	D	AF
CIPFA qualified or skills and experience commensurate with this.	D	AF
Experience of working in the Public Sector, particularly in Local Government or Schools.	D	AF
Relevant experience, knowledge and skills		
A proven aptitude in utilising ICT in the provision of management information and work planning.	E	AF/IV
The capability to steer a service/organisation through significant change.	E	IV
Able to think laterally & creatively devising effective solutions to complex problems and to instigate new ideas and approaches.	E	IV
Ability to apply performance management techniques & processes.	E	IV
Ability to provide a 'joined up' approach in the management and delivery of service.	E	AF/IV

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c/o St Michael's on the Mount Primary Park Lane Bristol BS2 8BE

Tel 0117 903 0434 **Email** office@willowpark.org.uk **Web** www.willowpark.org.uk

Head teacher Mr Chris Larke-Phillips **Assistant Head teacher** Mrs Nicola van der Laan



Willow Park

C of E Primary School

Criteria	Essential (E) Desirable (D)	Method of Assessment Interview (IV) Application Form (AF) Reference (R)
Quickly and accurately record information on to a database	E	IV
Ability to demonstrate accuracy and attention to detail.	E	IV/R
Highly organised and methodical.	E	IV/R
Working knowledge of mainframe finance and payroll systems	D	AF
Previous experience with SIMs.net	D	AF
Previous experience with Bristol LA Finance System RM and BPS/Orovia	D	AF
Previous experience with Bristol LA Payroll System - itrent	D	AF
Previous experience of online parent pay system	D	AF
Personal qualities		
Good communication skills with people at all levels and from a variety of backgrounds - Able to communicate effectively both verbally and textually to establish effective working relationships with colleagues, parents and contractors	E	IV
Good time management and prioritisation skills - Ability to organise and prioritise work, and adhere to deadlines - Ability to work under pressure	E	IV & R
Act as an ambassador for the school to its stakeholders	E	IV & R
Ability to quickly build an appropriate rapport with staff, students and parents	E	IV & R
Ability to work in a confidential manner at all times.	E	IV
Special conditions		
Post is subject to Child Protection Legislation and Enhanced DBS check	E	DBS Clearance

April 2022

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