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 9-4, or a Level 2 qualification in Literacy and Numeracy. To possess a degree level qualification – Level 6 or above in a relevant discipline e.g. Business and Administration Accountancy Human Resource Management School Business Management OR 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. 	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. First Aid Certificate. Experience of working with children in a paid or voluntary capacity 	Application Form/Checking of Certificates

School Business Manager Level 3 - June 2024

	 At least 5 years' experience of development, management and operation of administrative systems, including taking accurate minutes. Extensive experience of line management of staff. 		
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. Ability to interpret advice/statue and devise policy/practice in the light of these. 	Application Form/Interview Test/presentation at interview	Application Form/Interview

SKILLS AND KNOWLEDGE	 Ability to evaluate and develop administrative systems to create more efficient practises. Strong analytical skills to interpret a range of legislation and regulations and 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. 	Application Form/Interview Test/presentation at interview
SPECIAL WORKING CONDITIONS	 Ability to attend meetings out of school hours. Willingness to participate in relevant training and development opportunities. 	Application Form/Interview

the The	exible in approach and able to meet e changing demands of the role. e ability to converse at ease with stomers and service users and provide vice in accurate spoken English.			
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