



## Frogwell Primary School & Complex Needs Resource Base

www.frogwell.co.uk  
01249 652815

Frogwell Primary School, Derriads Lane  
Chippenham, Wiltshire, SN14 0DG  
Headteacher - Rachel Neville

### **Person Specification – School Business Manager**

#### **Purpose of this role:**

Manages all matters within the school which are supportive to, but do not involve, the teaching function.

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications and experience</b>	<ul style="list-style-type: none"><li>• Recognised management/business degree, NVQ 4 or equivalent related professional experience.</li><li>• Willingness to undertake training as required</li><li>• Experience in working in a similar management and finance role</li></ul>	<ul style="list-style-type: none"><li>• School Business Manager specific qualification i.e. DSBM, CSBM.</li><li>• ADSBM or Msc School Business Management finance role</li><li>• Experience in working in a similar management and finance role within a school.</li></ul>
<b>Professional knowledge, understanding and skills</b>	<ul style="list-style-type: none"><li>• Able to contribute to school improvement</li><li>• Able to strategically influence decision making within the school and contribute to management, decisions and initiatives.</li><li>• Knowledge of finance, including budgeting, reconciliation, monthly and year end procedures and financial reporting.</li><li>• Ability to use financial data to contribute to future planning</li><li>• Confident in using ICT with a knowledge of software packages</li></ul>	<ul style="list-style-type: none"><li>• Experience of making strategic and operational changes within a workplace</li><li>• SIMS and FMS experience</li><li>• School Information Management</li><li>• System experience</li><li>• Good understanding of Premises Management and Health and Safety policies and procedures</li><li>• Good understanding of GDPR legislation, policies and procedures</li></ul>

	<ul style="list-style-type: none"> <li>• Full working knowledge of relevant policies / codes of practice and legislation</li> <li>• Experience of GDPR</li> <li>• Knowledge and experience of Human Resources Management.</li> <li>• Ability to lead, manage and motivate others</li> <li>• Able to deliver services and systems for effective school management</li> </ul>	
<b>Professional values</b>	<ul style="list-style-type: none"> <li>• Commitment to the personal welfare and safeguarding of children</li> <li>• Maintain absolute confidentiality and integrity</li> <li>• Support and demonstrate commitment to the vision of the school</li> <li>• Committed to equality and diversity.</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Planned and organised approach to workload</li> <li>• Manage a diverse workload and maintain a high standard of performance whilst working to tight deadlines</li> <li>• Innovative and prepared to exercise judgement</li> <li>• Excellent communication skills – both written and verbal</li> <li>• Ability to manage and deal with complex issues</li> <li>• Prioritise, plan, direct and co-ordinate the work of others</li> <li>• Good negotiation skills in order to negotiate contracts and solutions to problems</li> <li>• Supportive of the Headteacher in the management of change and improvement in pursuit of strategic objectives</li> </ul>	

	<ul style="list-style-type: none"> <li>• Develop and maintain good relationships with a wide range of people</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Open minded, self-evaluative and adaptable to changing circumstances and new ideas</li> <li>• Has high expectations of self and others</li> <li>• Knows when to seek advice and support</li> <li>• Positive can-do approach and is self – motivated</li> <li>• Flexible, resilient and calm in challenging situations</li> <li>• Able to enthuse, support and motivate others, with an ability to persuade and influence</li> <li>• Excellent interpersonal and communication skills</li> <li>• Able to form and maintain appropriate relationships with children</li> </ul>	