



Smith's Wood Primary Academy School Business Leader

	Essential Criteria	Desirable Criteria	Measured by
Education Qualifications	<p>General education including GCSE Maths & English or equivalent</p> <p>Recognised management/business degree, or equivalent related professional qualification.</p>	<p>School Business Manager specific qualification i.e. DSBM, CSBM. ADSBM or Msc School Business Management</p> <p>CIPFA- Certificate in financial reporting for Academies</p>	Certificates at selection event
Experience	<p>Managing strategic financial plans.</p> <p>Managing budgets, financial reporting, procurement and fixed assets.</p> <p>Managing change projects.</p> <p>Managing teams.</p> <p>Managing HR.</p> <p>Managing H&S.</p> <p>Knowledge of Academy/LA based HR policies and practice.</p> <p>Experience of budget setting, monitoring and reporting.</p> <p>Experience of successfully delivering against personal and organisational targets.</p> <p>Experience of being responsible for large budgets and expenditure.</p>	<p>Current knowledge and up to date practice and management of Academy administration</p> <p>Understanding of promoting positive relationships with the wider school community.</p> <p>A recognised health and safety qualification or relevant training.</p> <p>Understanding of educational enterprise issues.</p>	<p>Application form.</p> <p>Selection event</p>

Knowledge & Skills	<p>Ability to deliver services and systems applicable for effective school management.</p> <p>Ability to deliver value for money initiatives.</p> <p>Ability to understand national & regional educational services and deliver appropriate strategies.</p> <p>Ability to lead teams and individuals.</p> <p>Ability to communicate verbally and in writing across a range of audiences</p> <p>Ability to strategically influence decision making within the school.</p> <p>Possession of analytical skills, with an aptitude for problem solving.</p>	<p>Able to use Sage accounting system proficiently.</p> <p>Academy Financial return/ end year audit experience</p>	
Personal Skills	<p>Prioritise, plan, organise, direct and co-ordinate the work of others.</p> <p>Build, support and work with high performing teams.</p> <p>Work as part of a team.</p> <p>Willingness to constructively challenge the work of self and others to continually improve own and team performance.</p> <p>Ability to work under pressure and meet deadlines.</p> <p>Delegate tasks and monitor practice to see that they are being carried out within set standards, and provide a role model for pupils and staff.</p> <p>Seek advice and support when necessary.</p> <p>Deal sensitively with people and resolve conflicts.</p>		Selection Event