Lancashire County Council

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| **Person specification form** | | | | |
| **Post title:** School Business Manager | | **Grade:** 12 | | |
| **Directorate:** Children and Young People | | **Post number:** | | |
| **Establishment or team:** Ashton Community Science College | | | | |
| **Requirements**  **(based on the job description)** | | | **Essential (E)**  **or**  **desirable (D)** | **To be identified by: application form (AF),**  **interview (I),**  **Reference (Ref)** |
| **Qualifications** | | |  |  |
| Level 4 Diploma in School Business Management or equivalent | | | E | AF/I |
| Level 5 Diploma in School Business Management | | | D | AF/I |
| Or a degree in a relevant area for example accountancy / business studies | | | D | AF/I |
| Minimum Grade 4 / level 2 in English and Maths | | | E | AF/I |
| **Experience** | | |  |  |
| Significant experience of management responsibility in a relevant environment | | | E | AF/I/Ref |
| Finance, HR and administration – minimum 3 years | | | E | AF/I/Ref |
| Budgeting, monitoring, and managing resources effectively | | | E | AF/I/Ref |
| Planning, managing and evaluation of projects | | | E | AF/I/Ref |
| Leading, motivating and managing a Team | | | E | AF/I/Ref |
| Experience of working with SIMS | | | D | AF/I/Ref |
| Experience of working with a MIS | | | E | AF/I/Ref |
| **Knowledge, skills and abilities** | | |  |  |
| Ability to demonstrate a professional knowledge, skills and ability of the following areas: | | |  |  |
| Financial Management | | | E | AF/I/Ref |
| Principles of best value | | | E | AF/I/Ref |
| Co-ordination of multiple functions / responsibilities | | | E | AF/I/Ref |
| Working knowledge of H&S | | | E | AF/I/Ref |
| Problem solving at a high level | | | E | AF/I/Ref |
| **Personal Skills and Attributes** | | |  |  |
| Excellent communication skills, relationship, listening and communication skills | | | E | AF/I/Ref |
| Excellent ICT, report writing and strategic skills | | | E | AF/I/Ref |
| Presentation of reports to a range of audiences. | | | E | AF/I/Ref |
| Demonstrate enthusiasm, inspire, challenge and empower others. | | | E | AF/I/Ref |
| Ability to manage and resolve conflict. | | | E | AF/I/Ref |
| Ability to prioritise, plan and mange yourself and others. | | | E | AF/I/Ref |
| Ability to build and develop teamwork. | | |  |  |
| Work under pressure, maintaining a sense of perspective and humour. | | |  |  |
| **Other** | | |  |  |
| Commitment to safeguarding and protecting the welfare of children and young people. | | | E | AF/I/Ref |
| Commitment to undertake in-service development. | | | E | AF/I/Ref |
| Excellent attendance record / commitment to regular attendance at work. | | | E | AF/I/Ref |
| To be aware of the confidential nature of issues related to home/pupil/teacher/school work. | | | E | AF/I/Ref |
| **Prepared by:** | S Asquith | | **Date:** | 16.04.24 |
| **Note: We will always consider your references before confirming a job offer in writing**. | | | | |