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**. |