

**Headteacher:** Mrs. Wendy D'Arcy

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Hardwicke Parochial Primary Academy  
Poplar Way  
Hardwicke  
Gloucester  
**GL2 4QG**

**Telephone: 01452 720538**

*'walk as children of light'*

## **Person specification – School Business Manager**

### **Qualifications -**

- Business manager specific qualification, e.g. DSBM, CSBM, ADSBM or Msc. In School Management
- NVQ Level 4 or degree level management/business qualification
- Evidence of recent CPD
- Recent experience of working in an office environment as a proven strong successful leader.
- A whole School/Academy responsibility and experience of turning policy into effective and successful practice.
- Supervising and managing staff.
- Financial management including strategic financial planning, budgets and financial reporting; preferably in an education setting.
- Dealing with HR, payroll, and health and safety matters.

### **Professional knowledge -**

- Experience of maintaining financial information systems (PS Financials an advantage)
- Knowledge and experience of health and safety, first aid, and fire safety regulations and requirements
- Understand educational services and how administrative support services are run within a School/Academy
- Up-to-date-knowledge of statutory regulations and guidance relating to the job description.

### **Professional skills -**

- Review systems to ensure the robust evaluation of performance and actions to secure improvements.
- Organise, communicate and problem solve, with the ability to use own initiative and work proactively both in a team and independently.
- Lead and manage team/s to successfully achieve agreed goals.
- Be an effective team player that works collaboratively and effectively with others.
- Communicate effectively to a wide range of different audiences (verbal, written, using ICT as appropriate).
- Contribute effectively to the work of the headteacher and senior leadership team.
- Deal successfully with situations that may include tackling difficult situations and conflict resolution.
- Work successfully with a range of external agencies.

### **Commitment demonstration -**

- Equalities and the Equality Act 2010
- Promote [DGAT's vision and Christian identity](#)
- Relating positively to and showing respect for all staff members and the wider community
- Ongoing relevant professional self-development
- Safeguarding and child protection

