



Fort Royal Primary School

Personal Specification: School Business Manager

Attributes	Essential	Desirable
Qualifications and Professional Status	Educated to degree level or equivalent professional qualification. Relevant School Business Management qualification, or willingness to work towards one. GCSE English and Mathematics (Grade C/4 or above or equivalent). Evidence of continuing professional development.	
Experience	Experience of working in a school, academy or special education setting. Significant experience in financial management, budget setting, monitoring and forecasting. Experience of leading and managing support services within an educational or comparable organisation. Experience of line management, staff supervision, recruitment and performance management. Experience of strategic planning and resource management. Experience of premises, facilities, health and safety, or operational management.	Experience of managing GDPR and data protection compliance. Experience of successful bid writing, grant applications or securing external funding. Experience of managing payroll and HR processes. Experience of sustainability or environmental initiatives.

	Experience of procurement, contract management and achieving best value. Experience of developing and implementing policies and procedures. Experience of working with governors, senior leaders or organisational stakeholders.	
Knowledge	Sound understanding of financial management principles and budget control. Knowledge of employment legislation and HR best practice. Knowledge of procurement regulations and contract management processes. Knowledge of health and safety legislation and risk management. Understanding of GDPR, Data Protection, Freedom of Information and Copyright requirements. Knowledge of safeguarding responsibilities within a school environment. Understanding of strategic planning and organisational development.	Knowledge of new WCC systems including EYES, TechOne
Skills and Abilities	Strong leadership and management skills with the ability to motivate and develop teams. Excellent financial analysis, budgeting and forecasting skills. Ability to think strategically and translate priorities into practical action plans.	

	Excellent communication and interpersonal skills, with the ability to work effectively with staff, governors, external agencies and contractors. Strong organisational and project management skills. Ability to analyse complex information and present clear recommendations. Highly developed IT skills, including management information systems and Microsoft Office applications. Ability to manage competing priorities and work effectively under pressure. Strong negotiation and problem-solving skills. Ability to maintain confidentiality and exercise sound professional judgement.	
Personal Qualities	Commitment to the vision, values and ethos of Fort Royal School. A collaborative and solution-focused approach. High levels of integrity, professionalism and accountability. Resilient, adaptable and able to lead change effectively. Commitment to equality, diversity and inclusion. Commitment to promoting the wellbeing of pupils and staff. Attention to detail and a commitment to continuous improvement.	

	Enthusiastic, proactive and self-motivated.	
Other requirements	Commitment to safeguarding and promoting the welfare of children and young people. Willingness to attend evening governor meetings and occasional events outside normal working hours.	