



Lindon Bennett School

Person Specification for Business Manager

Job descriptions are to be reviewed annually

The responsibilities listed are the basic essentials of the post. It is always open to the post-holder to propose ways of extending these responsibilities.

Area	Requirement	Essential/Desirable
Qualifications and Training	A recognised qualification in school business management (e.g. CSBM/DSBM/NVQ Level 4 or above, or equivalent experience)	Essential
	Evidence of continuing professional development	Essential
	Relevant degree or professional qualification in finance, business, HR or facilities management	Desirable
	Qualification in financial management, accountancy (e.g. AAT) or HR (e.g. CIPD)	Desirable
Experience	Significant experience of working in a business management role	Essential
	Budget planning, monitoring and reporting	Essential
	Leadership and management of multidisciplinary teams	Essential
	Experience in HR administration, recruitment, payroll and performance management	Essential
	Managing premises, contracts, and service level agreements	Essential
	Experience of working within an educational setting	Desirable
	Experience of managing large school budgets or public sector funds	Desirable
	Experience with strategic leadership and project management	Desirable
	Familiarity with Single Central Record and safeguarding processes	Desirable
	Experience of facilities/estates management and health & safety oversight	Desirable
Skills and Knowledge	Knowledge of financial management and reporting, including budget setting and reconciliation	Essential
	Strong understanding of HR procedures, including recruitment, sickness, maternity and safeguarding	Essential
	ICT literate with strong skills in Microsoft Office,	Essential

	especially Excel	
	Excellent communication, interpersonal and negotiation skills	Essential
	Strong organisational and planning skills	Essential
	Ability to manage competing priorities and meet deadlines	Essential
	Sound understanding of risk assessments, health and safety legislation	Essential
	Knowledge of school funding mechanisms and the SFVS	Desirable
	Understanding of employment law and safer recruitment	Desirable
	Knowledge of school MIS systems (e.g. SIMS, Arbor)	Desirable
	Experience working with governing bodies or external stakeholders	Desirable
	Experience of preparing for audits and compliance reviews	Desirable
	Knowledge of GDPR, data protection, and school policy compliance	Desirable
	Training or certification in H&S or fire safety (e.g. NEBOSH)	Desirable
Personal Qualities	High level of integrity, confidentiality and professionalism	Essential
	A proactive and solution-focused attitude	Essential
	Ability to work independently and as part of a team	Essential
	Ability to lead, motivate and inspire others	Essential
	Commitment to safeguarding and promoting the welfare of children	Essential
	Attention to detail and high level of accuracy	Essential
	Resilience and ability to work under pressure	Essential
Other Requirements	Willingness to undergo an enhanced DBS check	Essential
	Flexibility to attend meetings outside of normal working hours as required	Essential
	Commitment to equal opportunities, effective safeguarding and the school's ethos	Essential