



Alexandra Primary School

Person Specification: School Business Manager

Criteria	Essential	Desirable
Qualifications & Training		
Relevant qualification in business, finance, or school business management (e.g. CSBM, DSBM, or equivalent)		✓
Evidence of continuous professional development	✓	
Health & Safety or premises management training		✓
Experience		
Proven experience in financial planning, budget management, and resource allocation	✓	
Experience managing HR functions, including recruitment and payroll		✓
Experience of premises and facilities management	✓	
Previous experience working in a school or education environment		✓
Experience supervising or managing staff	✓	
Skills & Knowledge		
Excellent organisational and time management skills	✓	

Strong IT skills, including finance and HR systems, spreadsheets, and databases	✓	
Clear understanding of safeguarding, confidentiality, and data protection (GDPR) requirements	✓	
Ability to interpret and analyse financial data and produce clear reports	✓	
Strong communication and interpersonal skills	✓	
Ability to work strategically and collaboratively as part of a leadership team	✓	
Personal Attributes		
Self-motivated, proactive, and able to work independently	✓	
High standards of integrity and confidentiality	✓	
Flexible and adaptable to changing priorities	✓	
Commitment to equal opportunities and inclusive practice	✓	
Willingness to contribute to school events, activities, and the wider life of the school	✓	
Friendly, approachable, and positive with a good sense of humour	✓	
Community Engagement		
Enthusiastic about building strong relationships with pupils, parents, staff, and the wider community	✓	
Commitment to supporting and attending community events and school initiatives outside of core duties	✓	