



PERSON SPECIFICATION

Job Title: Business Manager

Grade: 12

	Essential	Desirable
<u>Qualifications</u>		
A relevant degree or equivalent professional qualification.	✓	
Commitment to continuing professional development.	✓	
Accountancy qualification.		✓
Certificate in school business management.		✓
<u>Experience</u>		
Experience within a business management role.	✓	
Experience within a business management role within the education sector.		✓
Experience within a business management role for 4 years.		✓
Experience of leading, managing and motivating teams, including performance management.	✓	
Experience of working at a senior management/leadership level in an organisation.		✓
<u>Knowledge</u>		
An awareness and understanding of key issues in relation to procurement and contracts.	✓	
Knowledge and understanding of educational based systems, eg SIMS, Bromcom and HCSS.		✓
An understanding of academies and multi academy trusts.		✓
Knowledge of HR management.		✓
<u>Skills, Ability and Attributes</u>		
Ability to give professional advice and information.	✓	
Ability to make evaluations and recommendations and act upon them.	✓	
Highly developed interpersonal and communication skills, both verbal and written.	✓	
Ability to critically analyse, interpret and present information and data for different audiences.	✓	

	Essential	Desirable
Ability to deal sensitively with people and be solution focussed.	✓	
Flexible, approachable and resilient under pressure.	✓	
Ability to inspire and to promote excellence.	✓	
Ability to lead, manage and motivate teams.	✓	
Ability to meet and manage competing deadlines.	✓	
Excellent organisational skills.	✓	
Effective negotiation skills.	✓	
Ability to use own initiative.	✓	
Ability to maintain a calm approach and deal with pressure.	✓	
Effective working ICT skills and use of Microsoft office.	✓	
Ability to maintain a positive approach towards work.	✓	
High levels of self-motivation.	✓	
High levels of integrity and discretion.	✓	
A good sense of humour.	✓	
An appropriate understanding of child protection and school behaviour management policies.	✓	
<u>General Circumstances</u>		
Commitment to regular attendance at work	✓	
An understanding of and commitment to Equal Opportunities and the ability to apply this to strategic work and day-to-day situations.	✓	
<u>Factors not already covered</u>		
Must be prepared to work some non-standard hours, if and when required.	✓	
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010	✓	